

WARREN COUNTY
BOARD OF COMMISSIONERS

April 6, 2015

5:00 PM – Special Work Session

∩

6:00 PM – Regular Meeting

WARREN COUNTY ARMORY CIVIC CENTER
COMMISSIONERS' MEETING ROOM
WARRENTON, NORTH CAROLINA

PREPARED BY

*Angelena Kearney-Dunlap
Clerk to the Warren County
Board of Commissioners*

Call to Order April 6, 2015
Monthly Meeting
By
Chairman or Designee

Agenda Item # 2
Moment of Silence

Agenda Item # 3
Conflict of Interest Disclaimer



- ▶ *“Members of the Warren County Board of Commissioners are advised, hereby, of their duty under the State Government Ethics Act to avoid conflicts of interest and the appearance of such conflict; and, further, are instructed to refrain from participating in any matter coming before this Board of County Commissioners with respect to which there is a conflict of interest or appearance of such conflict”.*
- ▶ **In accordance with the State Government Ethics Act, it is the duty of every Board member to avoid both conflicts of interest and appearances of conflict.**
- ▶ **Does any Board member have any known conflict of interest or appearance of conflict with respect to any matter coming before this Board today?**
- ▶ **If so, please identify the conflict and refrain from any undue participation in the particular matter involved.**

Agenda Item # 4

Citizen Comments

RULES FOR CITIZEN COMMENTS

Please sign up to speak.

The maximum time allotted to each speaker will be __ (__) minutes;
Clerk to the Board will keep time.

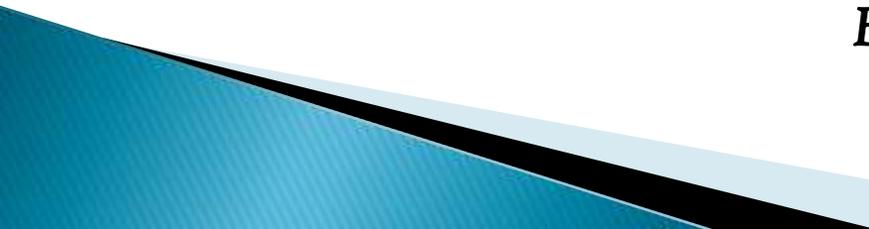
Any group of people who support or oppose the same position should
designate a spokesperson.

Please address only those items which might not have been addressed by
a previous speaker.

If response from Manager and/or Board is desired, please leave a copy of
your comment(s) with the Clerk to the Board.

Order and decorum will be maintained. This is not a question and
answer session.

*Warren County
Board of Commissioners*



Meeting Date: April 6, 2015

Agenda Item # 5

SUBJECT: Adopt Suggested Agenda

REQUESTED BY: Clerk / Deputy Clerk to the Board

SUMMARY: None

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



SUGGESTED AGENDA
FOR
APRIL 6, 2015 REGULAR MONTHLY MEETING
OF THE WARREN COUNTY BOARD OF COMMISSIONERS
Armory Civic Center
WARRENTON, NORTH CAROLINA

5:00 PM – Special Work Session

1. Call to Order Regular Monthly Meeting – 6:00 pm by Chairman
2. Moment of Silence
3. Conflict of Interest Disclaimer
4. Citizen Comments
5. Adopt April 6, 2015 Suggested Agenda
6. Consent Agenda
 - A. Approve March 2, 2015 Regular Monthly Meeting Minutes
 - B. Interest Income Report – Finance Director Gloria Edmonds
 - C. Tax Collector’s Report – Tax Administrator Starlin Beatty
 - D. Tax Release Requests (Over \$100) – Tax Administrator Starlin Beatty
Tax Release Requests (Under \$100) - “ “ “ “
 - E. Resolution in Support of Kerr Lake Regional Water System Proposed Interbasin Transfer Petition
 - F. Resolution in Support of Take Pride in Lake Gaston Clean-Up Day 2015
 - G. Proclamation – Soil & Water Stewardship Week 2015 – Larry West
 - H. Resolutions in Support of E.A.T. Community Projects – William Kearney
7. Consulting Services Proposal for Phase II Simulcast & Manson Tower Upgrade Project – L. Worth, County Manager

8. Finance Office – Gloria Edmonds, Finance Director
 - A. Amendment # 8 to 2014-15 Warren County Budget Ordinance – Gloria Edmonds
 - B. Amendment #4 to the Capital Project Ordinance for Warren County Simulcast Radio Project
 - C. Authorization to Honor Facsimile Signatures for Department of Social Services
9. Follow-Up to March 18, 2015 Work Session
 - A. Consider Proposed Health Department Tobacco Free Grounds Policy – Andy Smith
 - B. Consider Amendments to Board of Commissioners’ “Rules of Procedures – Rule 32: Appointments
10. Request for Waiver of Building Permit Fees – Curtis Collins, Homeowner
11. Appointments/Re-appointments to Boards/Committees/Commissions
 - A. Voting Delegate to NC Rural Water Association: Macon Robertson
 - B. Parks & Recreation Commission: Calvin Boyd
 - C. Home & Community Care Block Grant Committee: C.Jefferson, J.J.Franklin & R.Smith
12. Public Utilities – Macon Robertson
 - A. Middleburg Water System Asset Evaluation – Rivers & Associates
 - B. Time Warner Cable Request to Install 4’ Steel Conduit Fiber Optics
13. Request from Sheriff’s Office regarding K-9 Jack– Sheriff Johnny Williams
14. Surplus Property – Clerk to the Board
 - A. Resolution Authorizing Trade of Defibrillators formerly used by EMS – Dennis Paschall
 - B. Resolution Declaring Surplus Property
15. Schedule Public Hearing for May 4, 2015 at 5:45 am for purposed Ordinance
16. County Manager’s Report
 - A. Contracts Approved for March 2015
 - B. County Manager’s March 2015 Status Report
17. Closed Session: *Property Acquisition* in accordance with NCGS §143-318.11(a)(5)
18. Adjourn April 6, 2015 Board Meeting

Meeting Date: April 6, 2015

Consent Agenda Item # 6A

SUBJECT: Approve Minutes

REQUESTED BY: Clerk to the Board

SUMMARY: Minutes of March 2, 2015 Monthly Meeting have been provided to the Board of Commissioners for review and are now presented for Board's action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Minutes of:

**March 2, 2015 Regular Monthly Meeting
have been provided via e-mail to Board
Members for review.**

Meeting Date: April 6, 2015

Consent Agenda Item # 6B

SUBJECT: Interest Income Report

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Interest Income Report for the month of February 2015 is submitted for the Board's information.

FUNDING SOURCE: Various Funds

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



COUNTY OF WARREN
FINANCE OFFICE
548 West Ridgeway Street
Warrenton, NC 27589
Telephone: (252) 257-1778 Fax: (252) 257-6523

Gloria M. Edmonds
Finance Officer

INTEREST INCOME REPORT
Month of February 2015

FUND	FEBRUARY INCOME	FISCAL YEAR TO - DATE
General	148.48	1,122.24
Revaluation	2.85	22.87
E 911 Telephone System	3.24	28.06
Buck Spring Project	2.30	19.96
Ambulance Storage Facility	0.36	3.13
Simulcast System Upgrade	1.51	6.56
Regional Water Enterprise Fund	8.82	57.24
District 1 Enterprise Fund	7.05	58.06
Solid Waste	0.16	2.93
District II Enterprise Fund	9.25	68.89
District III Phase II BANS	1.08	9.36
District III Enterprise Fund	2.58	11.96
Soul City Pump Station Improvements	0.30	2.58
District III Phase III	0.01	0.51
	187.99	1,414.35

Meeting Date: April 6, 2015

Consent Agenda Item # 6C

SUBJECT: Tax Collector's Report

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax Collector's Report for the month of February 2015 is presented for the Board's information.

FUNDING SOURCE: General Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: G.S. 105-350 Tax Collection Report is supplied for Board's information

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



**Tax Collector's Report
to the Warren County Board of Commissioners
For the Month February 2015**

Current Year Collections

Tax Year	Charge	Collected in February	Collected to Date	Balance Outstanding	Percentage Collected
February 2015 FY15	\$16,380,555	\$480,317	\$15,356,850	\$1,023,706	93.75
February 2014 FY14	\$16,778,318	\$326,895	\$15,372,610	\$1,405,708	91.62

Delinquent Collections

2013	\$660,762	\$30,276	\$310,846	\$349,917	47.04
2012	257,147	6,054	67,311	\$189,835	26.18
2011	157,347	2,735	23,152	\$1,341,896	14.71
2010	121,460	2,305	13,748	\$107,712	11.32
2009	101,213	845	8,174	\$93,040	8.08
2008	98,212	1,562	7,961	\$90,251	8.11
2007	104,730	1,707	6,163	\$98,566	5.89
2006	106,778	1,829	4,661	\$102,117	4.37
2005	91,027	974	4,551	\$86,475	5.00
2004	82,600	224	1,464	\$81,135	1.77
Total Delinquent Years	\$ 1,781,276	\$48,511	\$ 448,031	\$ 2,540,944	

Other February Receipts

County Penalties	\$ 21,700	\$ 92,346
Landfill User Fees	\$ 79,628	\$ 1,125,098
Municipalities	\$ 46,744	\$ 620,008
Fire District Taxes	\$ 32,033	\$ 783,561
Advance Taxes	\$ 5,154	\$ 9,302

February GRAND TOTAL

\$ 714,087	\$18,435,196
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Starlin L. Beatty, Tax Administrator

Starlin L. Beatty, Tax Administrator

3/13/2015

DATE

Meeting Date: April 6, 2015

Consent Agenda Item # 6D

SUBJECT: Request for Approval of Tax Releases

REQUESTED BY: Starlin Beatty, Tax Administrator

SUMMARY: Tax releases over \$100 are presented for Board approval. Tax releases under \$100 approved by the County Manager are presented for the Board's information.

FUNDING SOURCE: N/A

APPLICABLE STATUTE: NCGS 105-38I. TAXPAYER'S REMEDIES

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Tax Releases over \$100 as presented by the Tax Administrator.

NOTES:

Request For Tax Releases Over \$100

Page 1 of 2

Over \$100

3/27/2015

Date: _____

ERROR CORRECTION RELEASES:

ALLEN BETTY B	2014 46212 200		29198	\$202.15 MH MOVED TO VANCE CO FOR 2014
BOYD MOLLIE HEIRS	2004 4140 104	H1C 148	32763	\$116.11 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2006 4140 105	H1C 148	35130	\$110.71 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2006 4140 106	H1C 148	37710	\$105.31 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2007 4140 107	H1C 148	40244	\$99.92 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2008 4140 108	H1C 148	42729	\$102.93 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2009 4140 109	H1C 148	45390	\$215.24 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2010 4140 110	H1C 148	48373	\$207.21 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2011 4140 111	H1C 148	51600	\$200.00 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2012 4140 112	H1C 148	55632	\$197.38 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2013 4140 113	H1C 148	60635	\$183.82 MAPPED INCORRECTLY
BOYD MOLLIE HEIRS	2014 4140 300	H1C 148	1390	\$167.08 MAPPED INCORRECTLY
BROWN DONALD R	2014 28096 200		26020	\$249.44 SOLD BOAT
HARRISON ALICE K	2014 1972 200		26657	\$165.80 DOES NOT OWN MH
HAYES JIMMIE M	2010 21204 300	C10 84A	24089	\$489.33 DW ALSO CHARGED ON C10 84 A1
HAYES JIMMIE M	2011 21204 111	C10 84A	24089	\$504.16 DW ALSO CHARGED ON C10 84 A1
HAYES JIMMIE M	2012 21204 112	C10 84A	24089	\$541.24 DW ALSO CHARGED ON C10 84 A1
HAYES JIMMIE M	2013 21204 113	C10 84A	24089	\$541.24 DW ALSO CHARGED ON C10 84 A1
HAYES JIMMIE M	2014 21204 300	C10 84A	24089	\$541.24 DW ALSO CHARGED ON C10 84 A1
HAYES JIMMIE M	2010 21204 110	C10 84A1	80347	\$387.14 CLERICAL ERROR/DW LISTED TWICE
HAYES JIMMIE M	2011 21204 111	C10 84A1	61952	\$369.48 CLERICAL ERROR/DW LISTED TWICE
HAYES JIMMIE M	2012 21204 312	C10 84A1	24218	\$369.31 CLERICAL ERROR/DW LISTED TWICE
HAYES JIMMIE M	2013 21204 113	C10 84A1	24218	\$342.44 CLERICAL ERROR/DW LISTED TWICE
HAYES JIMMIE M	2014 21204 301	C10 84A1	24218	\$320.02 CLERICAL ERROR/DW LISTED TWICE
MARESCA MARIO	2013 5983 301		18934	\$107.80 BOAT DISCOVERED TWICE IN ERROR
MOSS JESSIE D	2004 33716 104		32675	\$222.01 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2005 33716 105		35029	\$211.69 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2006 33716 106		37609	\$201.37 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2007 33716 107		40126	\$191.05 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2008 33716 108		42577	\$182.36 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2009 33716 109		45245	\$186.47 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2010 33716 110		48180	\$184.20 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2011 33716 111		51413	\$172.85 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2012 33716 112		55330	\$162.56 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2013 33716 113		60177	\$156.22 MH MOVED OUT OF COUNTY
MOSS JESSIE D	2014 33716 200		28318	\$141.96 MH MOVED OUT OF COUNTY
STEVENSON ANNIE	2014 20433 200		27957	\$219.98 MH LOCATED IN FRANKLIN CO

SUB-TOTAL ERROR CORRECTIONS:

\$9,049.23

Request For Tax Releases Over \$100

Page 2 of 2

MOTOR VEHICLE RELEASES:

BULLOCK ALBERT	2005 5334 105	RXY6138	34571	\$128.66	VEHICLE SOLD
BULLOCK ALBERT	2006 5334 106	VWT8980	36922	\$226.44	VEHICLE SOLD
BULLOCK ALBERT	2006 5334 106	TTM4934	35741	\$142.18	VEHICLE SOLD
FLEMING JUDY EDMONDS	2006 11098 106	TVJ 4099	36855	\$215.97	CAR LISTED IN EDGEcombe CO
GHEE GLENDA M	2011 29506 111	ABT9595	50585	\$142.43	CAR TOTALED, WAS PRORATED

SUB-TOTAL MOTOR VEHICLE RELEASES: **\$215.97**

SUB-TOTAL CORRECTION RELEASES: **\$9,049.23**

Total Releases **\$ 9,265.20**

LANDFILL USER FEE RELEASES:

COFFMAN SHARON & ROBERT DAVIS	2014 37000 300	I3D306	52066 \$	120.00	APPLICATION MISSED IN DEC
MILLER CATHY & MIKE	2013 33215 113		60240 \$	126.79	NO BLDG/CAMPER NO LONGER IN COUNTY
ROBERSON ALMA	2011 21276 111	D7 1H	52066 \$	117.00	HOUSE NOT LIVEABLE/DOG DIED
ROBERSON ALMA	2012 21276 112	D7 1H	56274 \$	117.00	HOUSE NOT LIVEABLE/DOG DIED
ROBERSON ALMA	2013 21276 113	D7 1H	61901 \$	122.00	HOUSE NOT LIVEABLE/DOG DIED
ROBERSON ALMA	2014 21276 300	D7 1H	14579 \$	122.00	HOUSE NOT LIVEABLE/DOG DIED

TOTAL LFUF RELEASES: **\$ 726.79**

Total Releases **\$ 9,991.99**

**Request
For Tax
Releases
Under \$100**

Under \$100

3/27/2015

LW
Date: 3/30/15

ERROR CORRECTION RELEASES:

<u>NAME</u>	<u>Year</u>	<u>ACCT#</u>	<u>MAP #</u>	<u>RECORD:</u>	<u>AMOUNT</u>	<u>REASON</u>
MATTOX TIMOTHY	2014	37592 300	L2D297	5014 \$	2.71	CLERICAL ERROR/NO INTEREST
SERLS FRANK H	2014	36547 200		26698 \$	60.74	SOLD BOAT NOV 2012
SUBURBAN PROBANE LP	2014	28556 201		26124 \$	8.89	ALREADY PAID

SUB-TOTAL ERROR CORRECTIONS:

\$ 72.34

MOTOR VEHICLE RELEASES:

ALSTON CELESTINE	2009	4496 109	YNC3747	44864	\$8.34	LIVES IN MD
BULLOCK ALBERT	2007	5334 107	XSB2161	39862	\$43.31	VEHICLE SOLD
DESMOND BERTHA MAE	2006	20166 106	STZ8489	36889	\$20.33	VEHICLE SOLD
GREEN JAMES D JR	2009	16223 109	VRJ4158	45007	\$7.52	IN SOMEONE ELSSES NAME
GREEN JAMES D JR	2010	16223 110	VRJ4158	47860	\$6.63	IN SOMEONE ELSSES NAME
GREEN JAMES D JR	2012	16223 112	VRJ4158	54020	\$5.70	IN SOMEONE ELSSES NAME
SILVER FRANK JUNIOR	2005	7227 105	TZM9147	34661	\$16.69	VEHICLE SOLD
SILVER FRANK JUNIOR	2006	7227 106	VRJ5520	36613	\$29.60	VEHICLE SOLD
WILLIAMS EARNEST THOMAS	2005	4948 105	TSM6045	34863	\$45.65	SOLD VEHICLE

SUB-TOTAL MOTOR VEHICLE RELEASES:

\$183.77

SUB-TOTAL CORRECTION RELEASES:

\$72.34

Total Releases

\$ 256.11

Meeting Date: April 6, 2015

CONSENT AGENDA Item # 6E

SUBJECT: Resolution in Support of Kerr Lake Regional Water System
Proposed Interbasin Transfer Petition

REQUESTED BY: Kerr Lake Regional Water System Advisory Board

SUMMARY: Resolution in support of the KLRWS Interbasin Transfer Petition is
presented for Board's review and adoption. Authorize Chairman Richardson to sign same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET

POST OFFICE BOX 619

WARRENTON, NORTH CAROLINA 27589

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tare Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

County of Warren

State of North Carolina

Resolution in Support of Kerr Lake Regional Water System Proposed Interbasin Transfer Petition

WHEREAS, the Warren County Public Water System is located within portions of the Roanoke , Tar and Fishing Creek River basins; and

WHEREAS, the Kerr Lake Regional Water System, of which Warren County is a Partner, has already obtained an allocation of storage in Kerr Lake from the US Army Corps of Engineers equivalent to an average annual water demand of 20 MGD; and

WHEREAS, the Kerr Lake Regional Water System has projected reasonable increases in water demand based on moderate growth projections and continued efforts to replace unreliable and often contaminated groundwater supplies with reliable treated water; and

WHEREAS, the total of all the Kerr Lake Regional Water System Partners and wholesale customers is projected to require an average annual water demand of almost 14 MGD and 17.4 MGD on an average basis in a maximum calendar month by 2045, which is less than the allocation provided by the US Army Corps of Engineers; and

WHEREAS, the projected interbasin transfer in 2045 is 14.2 MGD on an average basis in a maximum calendar month and exceeds the current grandfathered Interbasin Transfer Certificate of 10 MGD; and

WHEREAS, the proposed interbasin transfer can occur using existing pipeline infrastructure already in place; and

WHEREAS, the alternatives to the transfer all have substantially higher cost, significant potential environmental impacts from pipeline and other infrastructure construction, with no identified benefit to the environment; and

WHEREAS, the effects of the proposed transfer in the Roanoke River basin on key indicators of lake levels, dam outflow and hydropower generation have been analyzed and shown to have no detrimental impacts; and

Phone: (252) 257-3115
Fax: (252) 257-5971
www.warrencountync.com

WHEREAS, wastewater facilities treating wastewater from use of this additional water have previously had impacts analyzed and have already received their permits; and

WHEREAS, the local governments have required program elements to minimize potential impacts of growth.

NOW THEREFORE, be it hereby resolved that:

The **Warren County Board of Commissioners** supports the requested interbasin transfer request of the Kerr Lake Regional Water System as an efficient means to meet the projected water demands of the region it serves.

Adopted this the 6th day of April, 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

Barry Richardson, Chairman

Meeting Date: April 6, 2015

CONSENT AGENDA Item # 6F

SUBJECT: Resolution in Support of Take Pride in Lake Gaston
Clean-Up Day 2015

REQUESTED BY: Lake Gaston Association

SUMMARY: Resolution supporting May 30, 2015 Lake Gaston Clean-Up Day is
presented for Board's review and adoption, authorize Chairman Richardson to
sign same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:

County of Warren

State of North Carolina

***Resolution in Support
Of
Take Pride in Lake Gaston Clean-Up Day 2015***

WHEREAS, there is a need to improve the appearance of Lake Gaston by removing litter and debris that create eyesores and harm the environment; and

WHEREAS, a clean Lake Gaston environment positively impacts water safety, economic development, travel, tourism and quality of life; and

WHEREAS, the Lake Gaston Association is sponsoring Take Pride in Lake Gaston clean-up of the lake on May 30, 2015 in an effort to educate citizens on the harmful effects of litter; and

WHEREAS, there is a need for citizen participation in maintaining the beauty of our county, and

WHEREAS, it is in the interest of Warren County to support our volunteers in efforts to improve the appearance of the county;

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of Warren County, NC that it endorses and supports the Take Pride in Lake Gaston Clean-Up Day 2015 initiative.

Adopted this the 6th day of April 2015.

*Barry Richardson, Chairman
Warren County Board of Commissioners*

Meeting Date: April 6, 2015

CONSENT AGENDA Item # 6G

SUBJECT: Proclamation – Soil & Water Stewardship Week 2015

REQUESTED BY: Larry West, Warren County Soil & Water Conservation

SUMMARY: Resolution Declaring April 26 – May 3, 2015 as Soil & Water Stewardship Week is presented for Board’s review and adoption, authorize Chairman Richardson to sign same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:

Soil & Water Stewardship Week
2015



PROCLAMATION



Whereas fertile soil and clean water provide us with our daily sustenance, and
Whereas effective conservation practices have helped provide us a rich standard of living, and
Whereas our security depends upon healthy soil and clean water, and
Whereas stewardship calls for each person to help conserve these precious resources,

Therefore, I do hereby proclaim
April 26 to May 3, 2015
Soil & Water Stewardship Week

Name

Title

Date

Meeting Date: April 6, 2015

CONSENT AGENDA Item # 6H

SUBJECT: Resolutions in Support of E.A.T. Projects

REQUESTED BY: William A. Kearney, Community Researcher & EAT Coordinator

SUMMARY: In follow-up to March 18, 2015 work session Resolution In Support of E.A.T. Environmental Justice Documentation Project and Resolution declaring September 2015 as Natural Resources Appreciation Month are presented for Board's review and adoption. Authorize Chairman Richardson to sign same.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of both Resolutions and authorize Chairman Richardson to sign same.

NOTES:

RESOLUTION

In

*Support of Environmental Action Team (EAT)
Environmental Justice Documentation Project*

Whereas, it is appropriate to preserve our natural resources to ensure a healthy and vibrant community; and

Whereas, many threats exist that will endanger clean air, pure water and a healthy way of life for Warren County and surrounding areas; and

Whereas, the Environmental Action Team (EAT) has begun a project to document such threats to our community.

Now, therefore, be it declared that the Warren County Board of Commissioners expresses its support of actions taken by the Environmental Action Team (EAT) to preserve records of Warren County's efforts to preserve our natural resources through documentation.

Let it further be declared that the County of Warren supports efforts to preserve the environment for future generations to come and encourages the citizenry to contribute to our community's welfare by supporting this worthwhile and timely project.

Duly resolved this the 6th day of April 2015.

*Warren County Board of Commissioners
Barry Richardson, Chairman*

**A RESOLUTION PROCLAIMING THE MONTH OF SEPTEMBER 2015 AS “NATURAL RESOURCES
APPRECIATION MONTH: A CELEBRATION OF POLINATORS OUR HEREOS”**

IN WARREN COUNTY, NORTH CAROLINA

WHEREAS, farmers depend on pollinator species such as bees, ants, butterflies, birds and bats to successfully produce approximately one third of all United States agricultural output; and

WHEREAS, in addition to food, pollinators are vital to the production of fibers, edible oils, medicines, and other products; and

WHEREAS, urban and rural beekeepers play an important role in state and federal agriculture production; and

WHEREAS, agriculture is a key driver of rural and state economies and the tremendous productivity of United States farmers benefits the national economy and the country’s international trade balance; and

WHEREAS, pollinator loss poses a significant threat to United States agriculture and the ability of our farmers to feed a growing world population; and

WHEREAS, pollinators are essential organisms in the ecosystems that provide biodiversity, recreation and enjoyment for people and habitat for wild plants and animals; and

WHEREAS, the Warren County Board of Commissioners recognizes the serious threat posed by pollinator loss and the key role that federal, state and local government plays as landowners and managers, regulators of pesticide products, and financial and technical assistance providers to farmers and other private landowners;

NOW, THEREFORE, BE IT RESOLVED by the Warren County Board of Commissioners that it fully supports efforts to: develop best management practices and enhance pollinator habitats on county owned lands; incorporate pollinator health as a component of all future county restoration and reclamation projects; revise guidance documents for designed landscapes and public buildings in order to incorporate pollinator-friendly practices; increase both the acreage and forage value of pollinator habitat in Warren County; provide technical assistance in collaboration with land-grant university-based cooperative extension

services to federal departments and agencies, state, local and tribal governments, and other entities and individuals including farmers and ranchers; assist state and state wildlife organizations, as appropriate, in identifying and implementing projects to conserve pollinators through the revision and implementation of State Wildlife Action Plans; assess the effects of systemic pesticides on bee and other pollinator health and take corresponding action, as appropriate, to protect pollinators from pesticides; and take immediate measures to support pollinators during the current growing season and thereafter; including planting pollinator-friendly vegetation, increasing flower diversity in plantings, limiting mowing practices, and avoiding the use of pesticides in sensitive pollinator habitats through use of integrated vegetation and pest management practices.

BE IT FURTHER RESOLVED that Warren County Board of Commissioners is a willing partner in the Warren County Environmental Action Teams (EAT) 2015 pollinator celebration, education and protection efforts and will work with EAT and other partners to closely monitor actions and progress on these and related efforts of utmost importance to the county, state and our national food supply, agriculture economies, and natural resources.

NOW, THEREFORE, I, Barry Richardson, Chairman of the Warren County Board of Commissioners, do hereby proclaim the month of September to be

***“NATURAL RESOURCES APPRECIATION MONTH:
A CELEBRATION OF POLLINATORS OUR HEREOS”***

and encourage all Warren County officials, employees, schools and residents to participate in county events and activities in observance and support of our vital natural resources pollinators.

Adopted this the 6th day of April 2015.

ATTEST:

Barry Richardson, Chairman
Warren County Board of Commissioners

SUBJECT: Phase II Simulcast & Manson Tower Upgrade Project

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: TSS Partners' proposal to provide consulting services for the Phase II Simulcast Radio System and Manson Tower Upgrade Project is presented for the Board's consideration and approval. This project continues the Phase I radio system upgrades project that was managed by TSS Partners. The cost for both components of the Phase II project is \$80,000. Should the Board approve this proposal a budget amendment appropriating the necessary funding from Fund Balance will be presented for the Board's approval. (See Agenda Items 8-A and 8-B). Request is also submitted to authorize the County Manager to sign the consulting services contract.

FUNDING SOURCE: General Fund – Fund Balance

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the TSS Partners' consulting services proposal for the Phase I Simulcast and Manson Tower Upgrade Project at a cost of \$80,000 – Funding Source: Fund Balance – Authorize County Manager to sign the consulting services contract.

NOTES:

MEMORANDUM

TO: Warren County Board of Commissioners

FROM: Linda T. Worth, County Manager *LJW*

DATE: March 30, 2015

RE: TSS Partners Consulting Services Proposal
Phase II Simulcast & Manson Tower Upgrade Project

We are ready to move forward with the Phase II Simulcast and Manson Tower Upgrade Project to make final improvements to the County's VHF radio system coverage. As most of you are aware, TSS Partners provided Consulting Services for the Phase I project that involved Warren County's partnering with the NC State Highway Patrol (SHP) who constructed a radio tower on county-owned land on US Hwy. 158 By-Pass upon which the County was allowed to place radio equipment as part of the Phase I project. Phase I radio equipment was also installed in other locations in the County which, as anticipated, greatly improved VHF radio communications in some areas but did not sufficiently improve coverage in other areas in the county. In discussions with representatives of the Warren County Fire Commission and the Warren County Firemen's Association, we are well aware of the critical need to implement the second phase of this project at the earliest possible time due to ongoing communications' dead zones throughout the County. In the worst case scenario, these communications dead zones could result in life and death situations for our citizens and emergency responders who may or not be able to receive emergency radio communications depending upon where they are located in the County.

We recently had structural analyses performed on the SHP's radio towers located in Manson and Hosley Forest in Franklin County (to serve the southeastern part of the County) to determine if they could be utilized for the radio equipment anticipated to be needed in Phase II. The analysis performed on the Manson tower determined that the tower will need to be structurally upgraded to accommodate Warren County's Phase II radio equipment. We are informed that the Hosley Forest tower is structurally sufficient to accommodate our equipment so no structural upgrades will be needed. We have received permission from the SHP to upgrade the Manson Tower, and they are in the process of preparing a lease agreement for Warren County to utilize space on both towers for our equipment.

MEMORANDUM

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March 30, 2015

Attached is TSS Partners Consulting Services Proposal for the Phase II Simulcast and Manson Tower Upgrade Project which includes oversight of upgrading the SHP's Manson tower and providing project management services for the Phase II Simulcast Radio Upgrade. The cost of the consulting services to complete both components of the project is \$28,000 for the Manson Tower Upgrade, and \$52,000 for the Phase II Simulcast Radio Upgrade, for a total of \$80,000 plus travel expenses at cost (estimated to be less than \$2,000).

It is my hope that the Board will approve the TSS Partners Consulting Services Agreement so that we can move forward expeditiously to make the necessary upgrades to our VHF radio system that are anticipated to substantially improve our VHF radio coverage throughout the County. If the Board moves forward to approve the TSS Agreement, Amendment No. 4 to the Capital Project Ordinance for the Warren County Simulcast System Upgrade Project will be necessary to appropriate sufficient funds in the Engineering line item in the project budget. The amendment has been prepared and will be presented following consideration of the Consulting Services Agreement.

In prior discussions regarding this project, it was anticipated that the County would finance the \$1 million plus estimated equipment/construction cost to complete the Phase II project. Once the actual cost is determined, we will bring this matter back to the Board for further discussion of funding options.

Thank you for your favorable consideration of this matter. Please do not hesitate to contact me with any questions.

cc: Doug Young, Emergency Services Director

Attachment

Warren County

Phase II Simulcast and Manson Tower Upgrade Project

Proposal submitted by TSS Partners

for

Consulting Services

March 27, 2015

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Executive Summary

Background

To provide much needed VHF radio coverage improvement, Warren County has adopted a two-phase program to address dead spots. The Phase I program, completed in February 2014, added a new repeater site at the North Carolina State Highway Patrol (NC-SHP) tower on US 158. The program resulted in improved coverage in the center of the County, but in-building Pager and Portable coverage have a number of dead spots in the Southeast and Southwest corners.

The County now plans to move forward with the Phase II program. Phase II will add Simulcast, plus two new repeater sites at the NC-SHP towers at Manson and Hosley Forest. The Hosley Forest site has adequate tower loading capacity to handle the addition of VHF antennas. However the Manson site requires an upgrade to meet tower-loading specifications. With the agreement of the NC-SHP, the County will request bids from qualified contractors to upgrade Manson in compliance with NC-SHP tower requirements. The upgrade cost will be funded by the County.

Scope of Work

Manson tower upgrade;

- Preparation of an RFQ including assisting with advertising for the Manson tower upgrade
- Assist the County with vendor selection and contract negotiation
- Provide project oversight of the work to be performed to complete the upgrade.

Phase II Simulcast Radio upgrade

- Preparation of an RFQ and assist with advertising for the Phase II Simulcast upgrade
- Assist the County with vendor selection and contract negotiation
- Provide Project Management for Phase II

Proposal for Warren County Phase II Simulcast and Manson upgrade

Professional Fee

Our total professional fee for the entire project is US \$80,000 plus travel expenses billed at cost. Travel is estimated to be less than \$2,000.

The following is a breakout of the fees for the Manson tower upgrade and the Phase II Simulcast Radio upgrade.

Manson Tower Upgrade

RFP process	\$18,000
Project Management	\$10,000
<u>Manson Subtotal</u>	<u>\$28,000</u>

Phase II Simulcast Radio Upgrade:

RFP process	\$29,000
Project Management	\$23,000
<u>Phase II Subtotal</u>	<u>\$52,000</u>

GRAND TOTAL	<u>\$80,000</u>
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Schedule

The schedule for the Manson tower upgrade is estimated to be about 8 months. The Phase II Simulcast schedule is estimated to be about 12 months following completion of the Manson tower upgrade.

TSS qualifications

This plan requires experience with Public Safety Radio and Tower construction and TSS meets these requirements. TSS has assisted Warren County with the Phase I coverage improvement program using the NC -SHP tower on US158. In addition, TSS has advised Person County on VHF coverage improvement using a combination of Simulcast and NC -SHP towers.

Proposed Solution

Phased coverage improvement plan

The Phase I coverage improvement program was based on adding a repeater site at the NC-SHP tower on US-158 and the program was completed in February, 2014. The Phase I program improved coverage in the center of the County but dead spots remained. Pager and in-building Talk-In coverage continue to have dead spots in the Southeast and Southwest corners that leave Fire and EMS first responders without radio communications in a number of areas. Specifically there are dead spots at Inez, Arcola, Afton and Drewry.

The County now plans to move forward with the Phase II program to address the remaining coverage issues. The Phase II program will add Simulcast, plus repeater sites at the NC-SHP towers in Manson in the Southwest and Hosley Forest in the Southeast. The Hosley Forest site has adequate tower loading capacity to handle the addition of VHF antennas. However the Manson site requires an upgrade to meet tower loading specifications and the upgrade cost will be funded by the County. With the agreement of the NC-SHP, the County will request bids from qualified tower contractors to upgrade Manson in compliance with NC-SHP tower requirements.

To implement this plan, the County requires a consulting firm with experience in public safety radio and tower construction programs combined with an in-depth understanding of the Warren County VHF network. TSS

Project Scope

The project Scope consists of the following:

Manson VIPER tower upgrade

- Preparation of an RFQ for the Manson tower upgrade
- Assist the County with the preparation of advertising material
- Assist the County with vendor selection and contract negotiation
- Provide project oversight of the work to be performed to complete the upgrade.

Phase II Simulcast VHF Radio System upgrade

- Preparation of an RFQ for the Phase II Simulcast upgrade
- Assist the County with the preparation of advertising material
- Assist the County with vendor selection and contract negotiation
- Provide Project Management Services for the Phase II project.

Methodology

The following steps provide an outline of the proposed approach for both the Manson tower upgrade and the Phase II Simulcast project.

- **Project Kick-Off:** Establish the objectives, schedule and scope of the project so that both TSS, the County and the State HP understand the overall scope of both the Manson tower and Phase II programs. .
- **Data Collection:** Identify requirements for the Manson tower upgrade. Also identify remaining VHF coverage gaps. Create a baseline of current network parameters, user/stakeholder requirements and other relevant data.
- **RFQ preparation:** Our approach is to prepare a functional specification for both programs and have the vendors take responsibility for detailed network design. In addition, the RFQ will define commercial terms to protect the interests of the County against failure to perform by the vendor.
- **Assist with Vendor Selection:** The County personnel will lead the vendor selection process for both programs and TSS will provide assistance.
- **Assist with Contract Negotiation:** The County personnel will lead the contract negotiations for both programs and TSS will provide assistance.
- **Project Management:** TSS will project manage the Manson tower upgrade and Phase II Simulcast to ensure that the vendors deliver the technical solution defined in the contract, and that commercial terms are met.

Estimated Schedule

The estimated projected schedule for the Manson tower upgrade and the Phase II Simulcast Project is as follows:

Manson Tower

Collecting requirements, RFQ preparation, advertising, vendor selection and final contract is expected to require about 4 months. The schedule is dependent on availability of information required by TSS, which includes Construction Drawings (CDs) from the Structural Engineering Firm contracted by the County.

The Vendor implementation interval for the tower upgrade is expected to be about 4 months. This includes Post Construction Inspection (PCI) by a Structural Engineer approved by the State HP. The final schedule is dependent on detailed deliverables and weather conditions. In summary the total interval is estimated to be about 8 months.

Phase II Simulcast

The RFP preparation, advertising, vendor selection and final contract are expected to require about 5 months. The estimated interval for the VHF Phase II Simulcast is about 7 months based on contracts of similar size. This includes a 30-day acceptance period. In summary the total interval is about 12 months.

Overall Schedule

The programs will be completed sequentially. Therefore the total interval will be approximately 20 months

Professional Fees

Our total professional fee for delivery of the Manson tower upgrade and the Phase II Simulcast program is US \$80,000 plus travel expenses at cost. Travel expenses are estimated at less than \$2000.

The following is a breakout of the fees for the Manson tower upgrade and the Phase II Simulcast Radio upgrade.

<i>Manson Tower Upgrade</i>	
RFP process	\$18,000
Project Management	\$10,000
<u>Manson Subtotal</u>	<u>\$28,000</u>
<i>Phase II Simulcast Radio Upgrade:</i>	
RFP process	\$29,000
Project Management	\$23,000
<u>Phase II Subtotal</u>	<u>\$52,000</u>
GRAND TOTAL	<u>\$80,000</u>

TSS billing terms are:

- 10% upon completion of the Kick Off meeting
- 5% on completion of Data Collection
- 15% on release of the Manson tower RFQ to vendors
- 5% on completion of Manson contract negotiations
- 5% on successful Post Construction Inspection by the State Highway Patrol
- 30% on release of the Phase II RFQ to vendors
- 5% on completion of the Phase II contract negotiations
- 15% on completion of Phase II installation.
- 10% (final payment) 30 days following successful operation of the Phase II radio communications equipment

Payment is due 30 days from date of invoice. Travel expenses will be invoiced monthly.

Document Deliverables

TSS will deliver the following documents:

- RFP for the Manson upgrade. This will include the Construction Drawings (CDs) prepared by the County's Structural Engineering Firm (TEP) and the technical requirements on materials and workmanship required by the State Highway Patrol.
- RFP for the Phase II Simulcast upgrade. This will include technical requirements as well as the Commercial Terms to protect the County's interests.

Proposal for Warren County Phase II Simulcast and Manson upgrade

- PowerPoint presentations for Stakeholder and Board of Commissioners face-to-face meetings.
- Final Report documenting the close-out of the project

Assumptions

- The County will Contract with a professional engineering company approved by the Highway Patrol to prepare Construction Drawings (CDs) to be included in the Manson RFQ.
- TSS will have timely access to information on the current network.
- The County will assist TSS in gaining timely responses from the multiple vendors that will be involved in delivering this project, including but not limited to third party professional engineering firms, vendors and the State Highway Patrol
- The County will be responsible for any permits or local zoning that may be required.

TSS Partners Experience

Company History and Background

Telecom Systems Solutions LLP (TSS Partners) is a limited liability partnership, registered in the state of North Carolina. The company was founded in mid 2001 by a team of senior managers with extensive experience in the communications industry. The founders held senior management positions at major vendors, service providers and consulting organizations such as AT&T, Nortel, MFS, Gartner Group, TMNG and the original Bellcore organization.

The principals of TSS all have had extensive consulting experience, playing key roles during the 1990's in developing the Rendall and Associates consulting practice in Research Triangle Park, NC - a leading wireless and wireline consulting business with a large global client base. Gartner subsequently acquired Rendall, and the Rendall team immediately became the core Global Telecom Consulting Group within Gartner. With the onset of the Telecom downturn Gartner decided to stay with its IT roots and the Rendall team left to form TSS Partners in 2001.

Our client base covers the entire telecommunications industry. Our clients include Wireless Operators, Vendors, ILECs, CLECs, ISPs, Large Enterprises, Federal/State/Local Governments and Public Safety.

In the Public Safety sector, TSS Partners has provided consulting services to public safety agencies on VHF, 800 and LTE network upgrades and long term strategic plans. In addition, TSS has provided public safety agencies with business plans for Regional Consolidation, User Fees Models and Benchmarking of their operations and maintenance shops.

A hallmark of TSS is the ability to quickly sort through the clutter and arrive at sound business plans and recommendations. TSS supplies its clients with pragmatic advice, insightful research and actionable business intelligence. Our clients are loyal and they rely on these services to make key business decisions with more confidence.

Projects with Similar Scope

TSS Partners has completed a wide range of consulting assignments in Public Safety as well as the entire telecommunications industry. In this section we are pleased to provide an outline for three public safety projects similar in cost and scope to Warren County's requirements.

Engineering Design and Cost Estimate for VHF Simulcast Upgrade

Client: Person County
Contact: Sybil Tate
Telephone: (336) 330-2205

Project Description:

Develop a plan to bring much needed VHF radio coverage improvement to Person County. The plan was based on constructing 3 new towers combined with using two NC-SHP towers located within the County. The new towers were designed to support Person County plans to use the towers to provide wireless broadband internet to un-served areas within the County.

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Proposal for Warren County Phase II Simulcast and Manson upgrade

Engineering Design and Strategic Plan for 800Mhz and VHF Radio network upgrade

Client: City of Greensboro, North Carolina, Radio Communications Division.
Contact : Wesley Reid
Telephone: (336) 373-2122

Project Scope:

Faced with major investment for P25 upgrades on 800, replacement of End of Life equipment and VHF upgrades, the City contracted with TSS Partners to address these challenges. The project included a study of the feasibility of a Regional 800MHz network, lease versus Purchase for P25 Radios, analysis of VHF narrowband upgrade versus retirement, in-sourcing versus out-sourcing of the Customer Owned and Maintained (COAM) Radio Shop and a new User Fee structure to fund P25 deployment. A Change Order was later added to include evaluation of lease versus purchase of 800 infrastructure, recommended interval for revisiting radio leasing contracts and expansion of the regional network from 3 to 5 counties.

Engineering Design and Strategic Plan for Regional 800MHz Radio network and Broadband Public Safety Data network

Client: City of Charlotte, North Carolina, Radio Communications Division.
Contact: Chuck Robinson
Telephone: (704)336-6252

Project Scope:

Prepare a plan for a regional P25 network and compare the costs with dedicated P25 networks operated by each County. Also prepare a strategic plan for a 4G wireless broadband data solution to equip their workforce with mobile computing and advanced broadband services. A proposed 4G network solution was required as well as proposed User Fees, based on industry best practices.

Biographies of the members of the team



Frank Marum

Raleigh, North Carolina

Tel: (919) 601 4697

Frank.M@TSSpartners.com

Frank Marum has over 30 years of experience in telecommunications including both wireless and wireline communications. He is a partner and founding member of TSS. Frank combines a deep understanding of the telecom industry with a solid knowledge of technology. His core skills include business development, product management and marketing.

Prior to joining TSS was Director of Telecom Consulting at the Gartner Group as where he advised carriers, vendors and enterprises on mobile wireless, wireline and broadband networks. At TSS, he provides consulting services on public safety networks, enterprise networks and telecom operator networks.

Some of his recent assignments include:

- Preparation of RFPs for VHF Public Safety Radio network upgrades including project management of vendor activity to complete the network construction.
- Preparation of a Strategic Plan for the City of Charlotte for their Core Communications Network serving Public Safety Radio Voice, Public Safety LTE Data, WAN/LAN Data, VoIP, Video camera surveillance, and site to site connectivity. Preparing the network to meet the bandwidth explosion from video camera deployment was a key requirement of the plan.
- Preparation of a Strategic Plan for a Regional 800 MHz P25 network serving multiple Counties, that recovers all Capital and Operations costs. Clients included the City of Charlotte/Mecklenburg County and the City of Greensboro/Guilford County.
- Developed a strategic growth plan for an U.S. regional power utility to evolve from a fiber wholesaler to a full-service carrier.

Prior to joining Gartner, Frank was Director of Product Management at Nortel for Next Generation Networks for both wireless and wireline products. In prior roles at Nortel he held positions in Engineering, Business Development and Marketing.

Frank has a BSEE in Engineering from University College Dublin, Ireland.



Gerry Cobley

Cary, North Carolina

Tel: (919) 272-0178

Gerry.C@TSSpartners.com

Gerry Cobley has more than 25 years of experience in the telecommunications industry. Mr. Cobley has specialized in working with public carriers, including independent local exchange carriers (ILECs), competitive local exchange carriers (CLECs) and ISPs, developing strategies in the areas of network management, voice services, wireless mobility, unified messaging, computer telephony integration and value-added IP services. Mr. Cobley combines strong technology education and experience, with business and market analysis skills to bring valuable new perspectives to the projects he undertakes.

Some of his recent consulting assignments include the following:

- Prepared a strategic plan for City of Charlotte for a broadband LTE wireless data network to equip their workforce with mobile computing and advanced broadband services.
- Prepared a business plan for the City of Greensboro to address 800MHz and VHF technology upgrades and regulatory mandates in the face of tight budgets.
- Analyzing the next generation network (NGN) product market for a leading vendor of public network equipment in order to develop global market entry strategies.
- Identifying and prioritizing business opportunities for an IP voice network and service provider. Multiple potential services and applications were researched and evaluated based on revenue opportunities and risks.

Prior to joining TSS, Mr. Cobley was Director of Consulting with Gartner, and held various positions with Bell-Northern Research and Nortel Networks, where he was most recently director of marketing for Internet Telephony Applications. In this position, he was responsible for conceiving and delivering new IP-based voice and messaging services for the public carrier market.

Mr. Cobley holds a Bachelor of Science degree in electronic engineering from the University of Southampton in England, a certificate from the Ecole Nationale Supérieure des Télécommunications in Paris, France, and an MBA from Concordia University in Montreal, Canada.



Mike Ewasyshyn

Raleigh, North Carolina

Tel: (919) 349-7480

Fax: (919) 870-9314

Mike.E@TSSpartners.com

Michael L. Ewasyshyn is a 30-year veteran of the telecommunications industry. During his career, he has held senior management roles with equipment suppliers, operating companies and consulting organizations.

He has had extensive experience on both the network side and the back office side of the business. On the network side of the business, he has been involved in wireline, wireless, signaling, data and network management aspects of telecommunications. On the back office side of the business, he has extensive experience in billing, provisioning, CRM and mediation. His experience base is both domestic and international.

Mike enjoyed a 20-year career with Nortel located in the Research Triangle Park, NC facility. He last served as Director, Software Marketing, DMS-100. His responsibilities included DMS-100 software rollout strategies, revenue enhancement and software up-sell programs. During his 5 years in Europe, he was responsible for all aspects of the marketing of Nortel's switching products (wireline and wireless) to the European, Middle Eastern and African markets. Mike also held positions with Lucent Technologies.

Mike has 17 years of consulting experience with Rendall & Associates (now Gartner Consulting), The Management Network Group, Inc. (TMNG), Paladyne, and Haigler-Baiglee. He formed his own consulting company, EWEE's, Inc., in 1995 and before becoming one of the founding partners of TSS Partners in 2001. During his consulting career, he has had extensive experience in defining end-to-end OSS business requirements, process flows, individual system requirements, system inter-working requirements and overall management processes. He has extensive hands on operational experience with a large number of the systems in the OSS and is intimately aware of the sensitivities of OSS performance (process flow efficiency) on the financial health of the service provider.

Recent projects with local governments include:

- Prepared a strategic plan for City of Charlotte for a broadband LTE wireless data network to equip their workforce with mobile computing and advanced broadband services.
- Prepared a business plan for the City of Greensboro to address 800MHz and VHF technology upgrades and regulatory mandates in the face of tight budgets.

Education: BS and MA degrees Wayne State University; MBA University of Michigan.

Publications: "Integrated vs. Independent Back-Office Systems", X-Change, July, 2000, Page 60

Products: Created "Telco BusPlanTool", a comprehensive business-planning tool that assists telcos in developing detailed business plans.

Meeting Date: April 6, 2015

Item # 8-A

SUBJECT: Finance Office

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Budget Amendment # 8 to 2014-15 Warren County Budget Ordinance

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Budget Amendment #8 to the FY 15 Warren County Budget Ordinance as requested by the Finance Director.

NOTES:

**AMENDMENT TO THE WARREN COUNTY BUDGET ORDINANCE
2014/2015
Amendment No. 8**

Section 1 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Appropriations:

Armory	\$	425
Economic Development		25
Library		450
Emergency Medical Services		700
Sheriff's Office		3,074
Detention Facility		1,613
Animal Control		800
Court Facilities		3,800
Child Support Enforcement		28,302
DSS Administration		12,084
Transfer to Other Funds - Simulcast System Upgrade		80,000
Building Grounds & Maintenance - Contingency		(3,213)
Building Grounds & Maintenance - Major Building Repairs		(3,800)
		124,260
Total	\$	124,260

Section 2 of the Warren County Budget Ordinance, pertaining to the General Fund operations of the County, shall be amended as follows:

Increase/(Decrease) Revenues:

Miscellaneous Revenue	\$	3,874
Restricted Intergovernmental - DSS 1571		12,084
Fund Balance Appropriated		108,302
		124,260
Total	\$	124,260

This amendment:

- appropriates additional funds to the Armory, Economic Development, Library and Emergency Medical Services for yearly inspections not originally budgeted.

Source of Funding: Building, Grounds & Maintenance - Contingency

- appropriates additional funds to the Sheriff's Office for vehicle repairs.

Source of Funding: Miscellaneous Revenues - Insurance Claims

- appropriates additional funds to the Detention Facility for repairs and maintenance (i.e., water lines).

Source of Funding: Building, Grounds & Maintenance - Contingency

- appropriates additional funds to the Animal Control budget for contracted services (i.e., equine care).

Source of Funding: Miscellaneous Revenues - Private Contributions

- appropriates additional funds to the Court Facilities budget for building repairs and maintenance (i.e., painting upstairs courtroom and restrooms).

Source of Funding: Building, Grounds & Maintenance - Major Bdlg. Repairs

- appropriates funds to the Child Support Enforcement budget for purchase of computer equipment. These funds are child support incentive funds received in FY 14 but not spent.

Source of Funding: Fund Balance Appropriated

- appropriates funds to the DSS Administrative budget for Low-Income Home Energy Assistance to agree with State allocations.

Source of Funding: NC Department of Health and Human Services
Division of Social Services

- appropriates funds to the Transfer to Other Funds - Simulcast System Upgrade budget for engineering fees.

Source of Funding: Fund Balance Appropriated

Respectfully Submitted 4/6/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Source of Funding: Miscellaneous Revenues - Insurance Claims

- appropriates additional funds to the Detention Facility for repairs and maintenance (i.e., water lines).

Source of Funding: Building, Grounds & Maintenance - Contingency

- appropriates additional funds to the Animal Control budget for contracted services (i.e., equine care).

Source of Funding: Miscellaneous Revenues - Private Contributions

- appropriates additional funds to the Court Facilities budget for building repairs and maintenance (i.e., painting upstairs courtroom and restrooms).

Source of Funding: Building, Grounds & Maintenance - Major Bdlg. Repairs

- appropriates funds to the Child Support Enforcement budget for purchase of computer equipment. These funds are child support incentive funds received in FY 14 but not spent.

Source of Funding: Fund Balance Appropriated

- appropriates funds to the DSS Administrative budget for Low-Income Home Energy Assistance to agree with State allocations.

Source of Funding: NC Department of Health and Human Services
Division of Social Services

- appropriates funds to the Transfer to Other Funds - Simulcast System Upgrade budget for engineering fees.

Source of Funding: Fund Balance Appropriated

Respectfully Submitted 4/6/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

Meeting Date: April 6, 2015

Agenda Item # 8-B

SUBJECT: Amendment # 4 to the Warren County Simulcast System Upgrade

REQUESTED BY: Gloria Edmonds, Finance Director

SUMMARY: Amendment # 4 to the Warren County Simulcast System Upgrade Project is submitted for Board's consideration and approval. Amendment appropriates funds to the capital budget to cover the cost of Engineering (project management) services.

FUNDING SOURCE: General Fund - Fund Balance

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of amendment #4 to the Warren County Simulcast System Upgrade Project to appropriate funding for Engineering (project management) services.

NOTES:

**CAPITAL PROJECT ORDINANCE
WARREN COUNTY
SIMULCAST SYSTEM UPGRADE
(Amendment No. 4)**

Section 3. The following revenue is anticipated to be available to complete the project:

Transfer from Other Funds - General Fund	\$	<u>80,000</u>
Total	\$	80,000

Section 4 of the above-reference capital project ordinance shall be amended as follows:

Increase/(Decrease) Appropriations:

Engineering	\$	<u>80,000</u>
Total	\$	80,000

This amendment adjust the budget to the most recent costs estimates.

Respectfully Submitted 4/6/2015

Gloria M. Edmonds

Gloria M. Edmonds, Finance Director

SUBJECT: Authorization to Honor Facsimile Signatures for DSS

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Request is presented to authorize signatories for Warren County Department of Social Services Trust Fund Account as follows:

- 1 - Director/Interim Director of Social Services Wilbert Morris and/or County Manager Linda T. Worth
- 2 - Administrative Officer II - Mary Ann Roberson

FUNDING SOURCE: Department of Social Services Trust Fund

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: NC GS 105-369

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to authorize signatories for Warren County Department of Social Services Trust Fund Account as noted.

NOTES:

Meeting Date: April 6, 2015

Item # 9-A

SUBJECT: Follow-up to March 18, 2015 Work Session

REQUESTED BY: Andy Smith, Health Director

SUMMARY: Request for approval of Health Department's Tobacco Free Grounds Policy is presented for Board's action.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Health Department's Tobacco Free Grounds Policy as requested by the Health Director as part of the Health Department's ongoing accreditation process.

NOTES:



WARREN COUNTY HEALTH DEPARTMENT

544 WEST RIDGEWAY STREET
WARRENTON, NC 27589

TELEPHONE: 257-1185
FAX #: (252) 257-2897

Date: January 28, 2015

To: Warren County Commissioners

Cc: Warren County Board of Health Members
Warren County Manger

From: Andy Smith, REHS, MPA
Health Director
Warren County Health Department

Re: Health Department Tobacco – Free Policy

I am sending this memo on behalf of Warren County Health Department seeking your approval of Warren County Health Department's Tobacco – Free policy. The policy was developed on July 15, 2011 and subsequently approved by Warren County Board of Health as part of the Health Department Initial Accreditation process in 2011. Subsequently, in October of 2014 the North Carolina Accreditation Board changed documentation requirements whereby County Commissioners must review and consider the policy for approval. With this in mind, I respectfully submit Warren County Health Department's Tobacco – Free policy for your consideration as our agency continues work towards obtaining re-accreditation status.

Sincerely,

A handwritten signature in black ink that reads 'Andy Smith'.

Andy Smith

WARREN COUNTY HEALTH DEPARTMENT
Policy

TITLE: Tobacco-Free Grounds Policy

DEVELOPED: July 15, 2011

DATES REVISED:

DATES REVIEWED: 7/6/2012; 7/3/2013, May 5, 2014, January 2, 2015

Purpose

To provide a tobacco-free environment and promote the health and well being of all who utilize the services of Warren County Health Department.

Policy

Warren County Health Department will prohibit smoking and other tobacco usage up to 50 feet of the building.

Definitions

Smoking- The use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product.

Other Tobacco products- snuff, snus, spit tobacco; spit less tobacco, chewing tobacco, and smokeless tobacco

Responsibilities

All staff shares in the responsibility for compliance.

Procedure

- 1) Copies of this policy will be distributed upon employee hire and when revised.
- 2) Appropriate signage will be posted at all building entrances and on the grounds.
- 3) The Warren County Health Department provides support to employees who want to quit the use of tobacco products. These employees are encouraged to talk to their health care provider about quitting; ask about appropriate pharmacotherapy available through the employee's insurer and use the free quitting support services of the North Carolina Tobacco Use Quitline at 1-800-QUIT-NOW, available from 8AM-12 midnight 7 days per week. Employees are permitted to take breaks to use the Quitline services during work time.

- 4) The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of all staff. All staff are asked to help with compliance when it comes to clients, contractors, vendors, and visitors by politely informing them of the policy and asking that they refrain from smoking or using tobacco on the grounds. The 1-800-QUIT-NOW free telephone tobacco use cessation support number is posted in appropriate locations of the buildings.
- 5) Any problems with enforcement or adherence to this policy should be brought to the attention of the appropriate supervisor and handled through the normal chain-of-command. Employees who violate this policy will be subject to the same disciplinary actions that accompany infractions of other Warren County government policies.

Reference Plans and Policies

North Carolina Tobacco Control and Prevention Branch
North Carolina General Statute 143-599

February 2011

SUBJECT: Follow-up to March 18, 2015 Work Session

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: Amendments to Warren County Board of Commissioners “Rules of Procedure; Rule 32. Appointments” are presented for the Board’s review and adoption as follows:

- * Appointments to fill Vacancies in the Board of Commissioners and
- * Appointments to fill Vacancies in Other Boards and Public Offices

FUNDING SOURCE: N/A

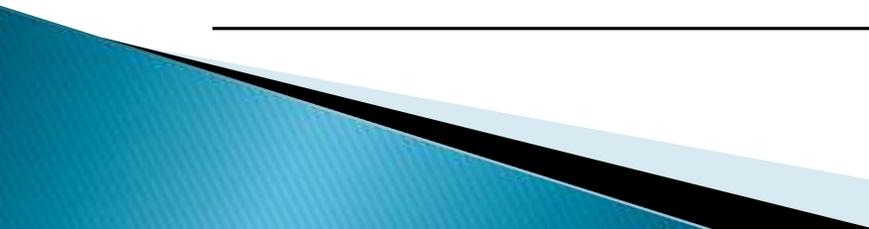
APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of proposed amendments to the Warren County Board of Commissioners “Rules of Procedure”, Rule 32. Appointments as presented by the County Manager.

NOTES:



Current
policy

Rule 32

Adopted
April 2000

Rule 32. Appointments. The board shall use the following procedure to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment.

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Each vote shall be decided by a majority of the valid ballots cast (a majority is determined by dividing the number of valid ballots cast by two and taking the next highest whole number). It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so does not invalidate that members ballot.

Rule 33. Reference to Robert's Rules of Order. To the extent not provided for in, and not conflicting with the spirit of, these rules, the chair shall refer to Robert's Rules of Order to resolve procedural questions.

Proposed
revisions

ORDINANCE

Rules of Procedure
for the

Warren County Board of Commissioners

Proposed revisions to Rule 32. Appointments.

The board shall use the following procedures to make appointments to fill vacancies in the board itself or in other boards and public offices over which the board has power of appointment:

Appointments to fill Vacancies in the Board of Commissioners

The chair shall open the floor to nominations, whereupon the members shall put forward and debate names of possible appointees. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Appointments to fill Vacancies in Other Boards and Public Offices

Nominations of individuals to fill vacancies in other boards and public offices over which the board has power of appointment will be received by the Clerk to the Board and presented to the board for consideration of appointment.

The chair shall open the floor to consider nominations, whereupon the members shall put forward and debate names of recommended appointees. More than one recommended appointee being considered for the same board or other public office having like terms of appointment may be considered in the same motion. When debate ends, the chair shall call the roll of the members, and each member shall vote. The votes shall not be tallied until each member has voted.

Each vote to fill vacancies in the board itself or in other boards and public offices shall be decided by a majority vote. It is the duty of each commissioner present to vote for as many appointees as there are appointments to be made.

Meeting Date: April 6, 2015

Item # 10

SUBJECT: Request for Waiver of Building Permit Fees

REQUESTED BY: Curtis Collins, Homeowner

SUMMARY: Mr. Collins, who experienced a house fire September 2014 is requesting the county waive permit fees in the amount of \$615.88, related to his rebuild of approximately 2077 sq ft. A similar request from a Warren County citizen whose home was destroyed by fire was approved in the past by a previous Board.

FUNDING SOURCE: Fees for Service

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED:

COUNTY MANAGER'S RECOMMENDATION

NOTES:

February 16, 2015

To the Board of Commissioners,

I, Curtis Collins, come to you in a time need asking you to waive the Building Permit Fees in the amount of \$775.68.

On September 26, 2014, my family lost our home at 1526 Doctor Martin Luther King Junior Boulevard, Warrenton NC 27589, due to an accidental fire. After this long, trying time we are to the point that we can start to rebuild. This would greatly be appreciated by family and not to mention soften the financial blow of the rebuild.

I would like to thank you in advance for your time and consideration in this manner.

Sincerely,

A handwritten signature in cursive script, appearing to read "Curtis Collins". The signature is written in black ink and is positioned to the right of the word "Sincerely,".

Curtis Collins



**WARREN COUNTY DEPARTMENT
OF
PLANNING * ZONING & CODE ENFORCEMENT**

March 27, 2015

The following is a list of all permit fees for Curtis Collins, located on 1526 Dr. Martin Luther King Jr. Blvd, Warrenton NC 27589.

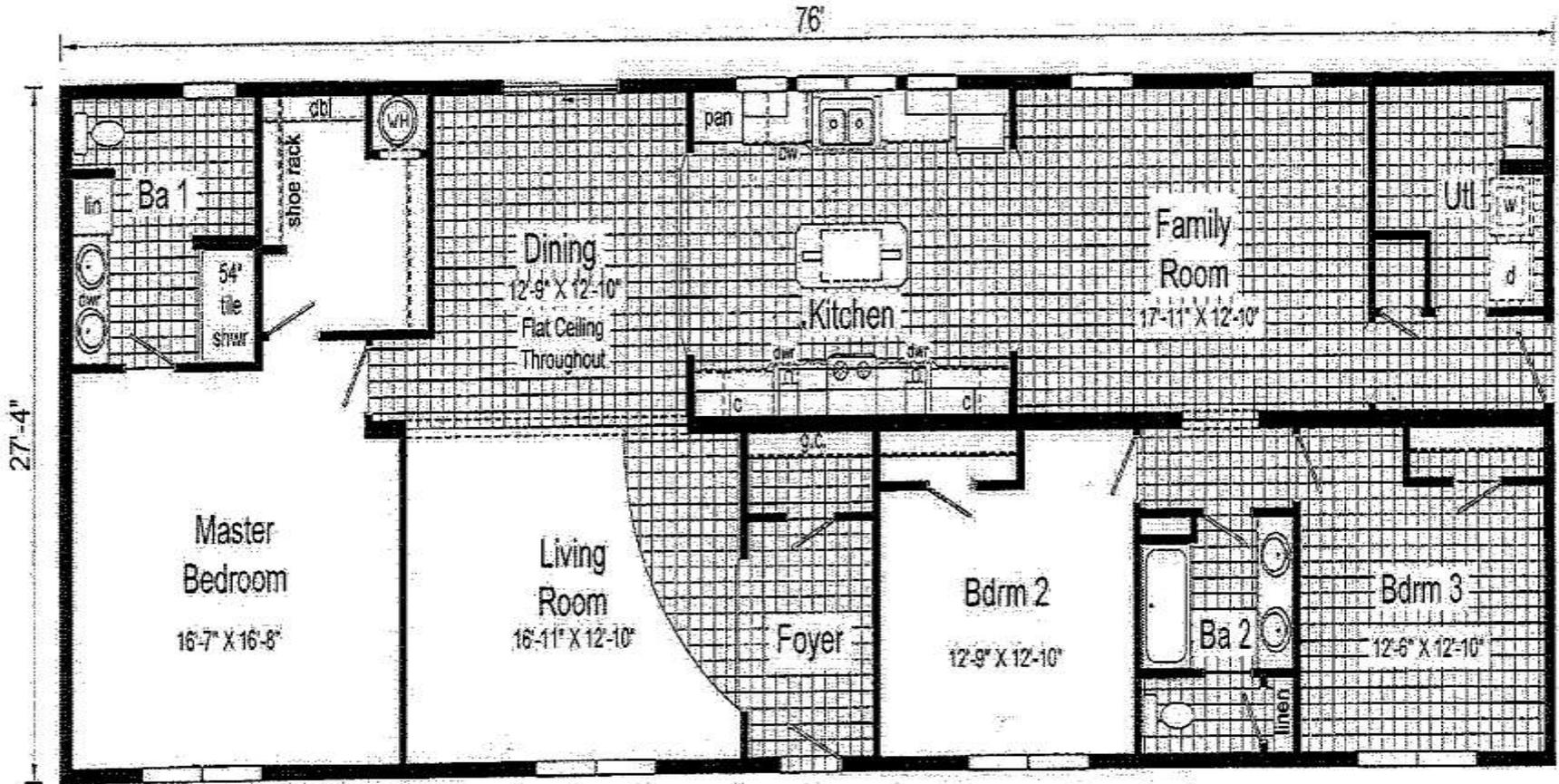
Development Permit.....	50.00
Building Permit.....	<u>565.88</u>
Total.....	615.88

If you need additional information, please contact me at 252-257-1305 ext.31.

Thank you,

Shawn Burton

FLOOR COVERING LOCATIONS ONLY



OK after

RB592-A14 2876 Approx. 2077 Sq. Ft.

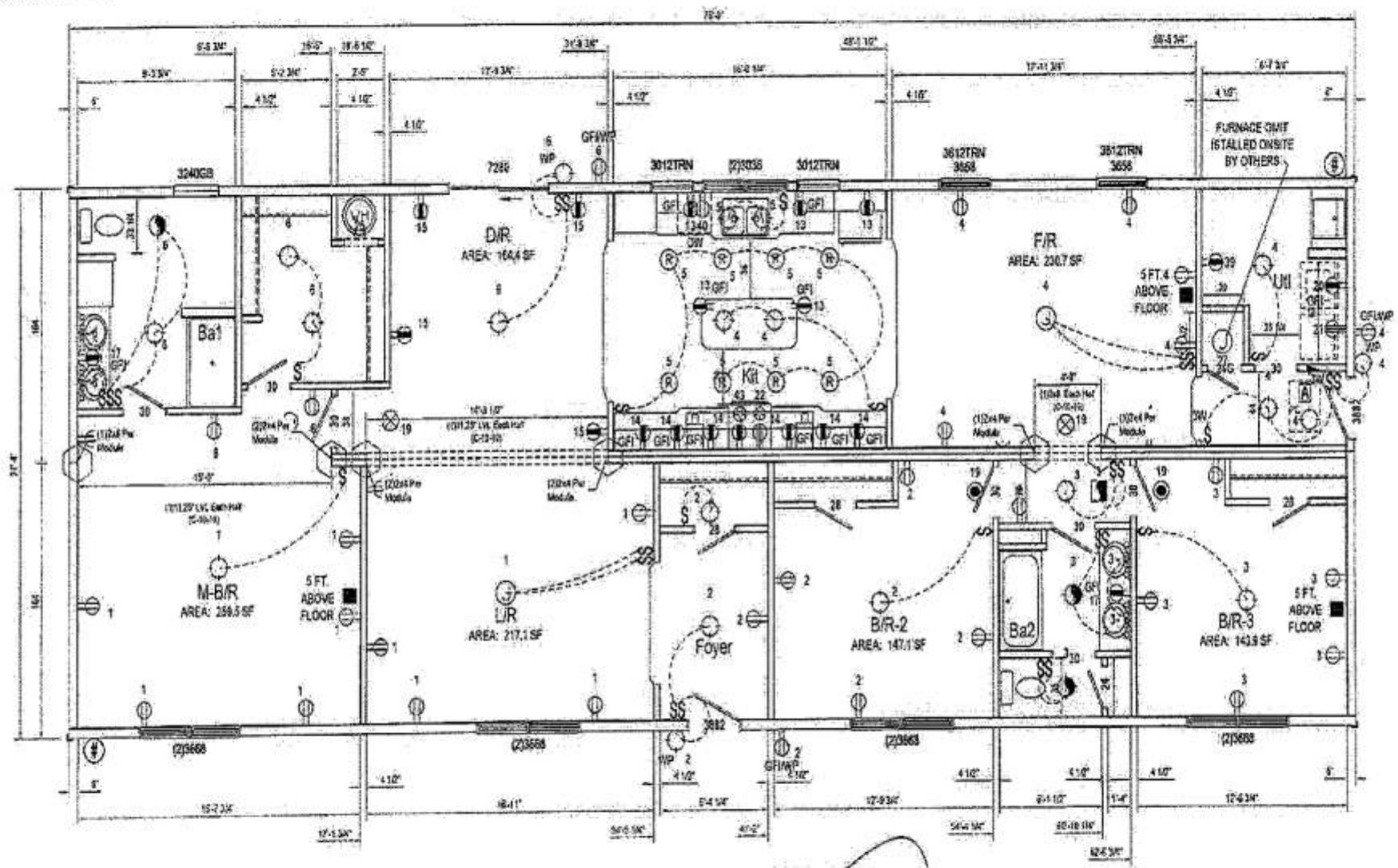
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For Literature

Model 2876	Particulars Case Number	Book 316 of 120	Draw 03180915	Ref. Code DR RB592-A	Modeling No. RB592-A14
		Drawn By JA	Plot Date RB592-A	Scale 1/4"	LT

NOTE: RECEIPTS, IN OPT, F.P., LIBRARY, OR ENTER, CENTER AREA MAY NEED TO BE OMITTED ADDED OR MOVED

22(10) ATTIC ACCESS



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Handwritten signature: arden

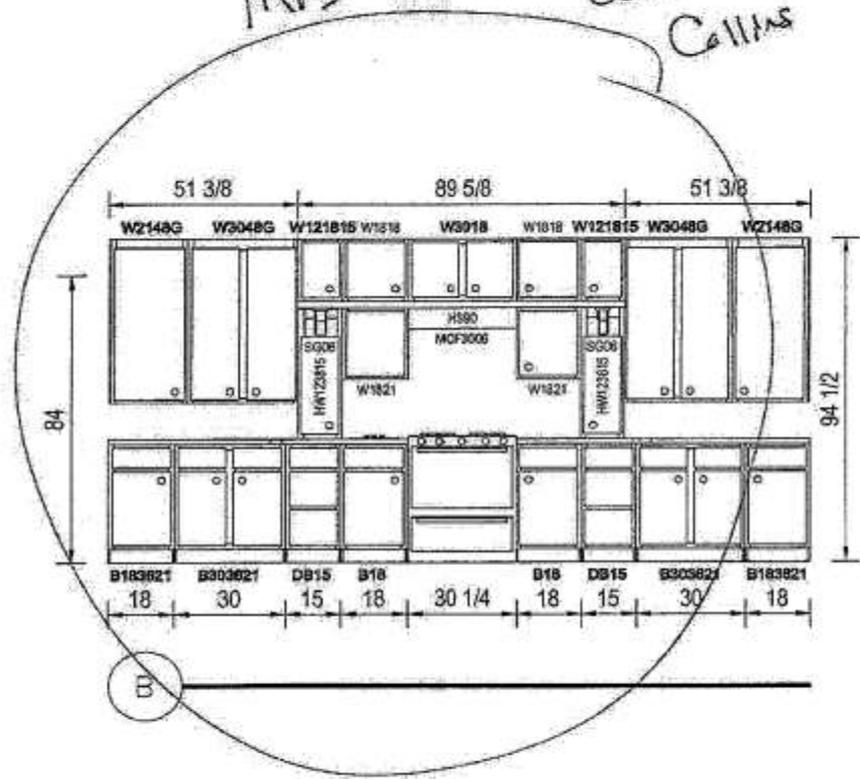
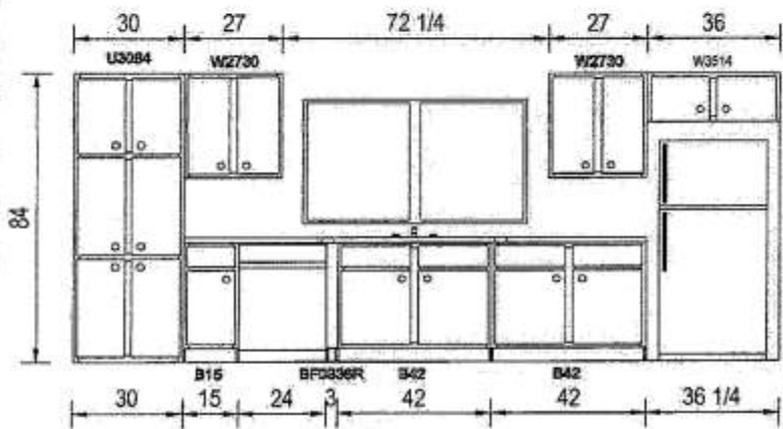
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Code

Unit	2076	Revisions		Date	3/16/14	Drawn	CP/AGD/6	Scale	1/4" = 1'-0"	Check	HEW	Project	RB592-A	Sheet	1 of 1	Revision	
Date	2076																

Drawing No. RB592-A14
Code

This is correct for Custom Callus



A

B

Builder: Commodore Homes of Virginia	Callout: 2876	Revisions	Scale: N.T.S.	Date: 04/15/2014	Drawn By: SR	Model/Eng. No.: RB592-A-12
Type: Cabinet Elevation		Date		Reference: RB592-A		Fig.: CAB ELEV
		Number				

Meeting Date: April 6, 2015

Agenda Item # 11-A

SUBJECT: Appointments to Boards/Committees/Commissions

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: It is submitted to appoint Macon Robertson as Delegate and Teresa Harris as Alternate to the NC Rural Water Associations' Annual Meeting on May 13, 2015.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the requested Delegate appointments to the NC Rural Water Associations' Annual Meeting on May 13, 2015.

NOTES:

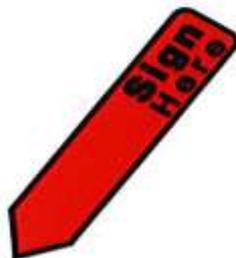
DELEGATE FORM FOR NCRWA MEMBERSHIP MEETINGS

According to the By-Laws of the North Carolina Rural Water Association, Inc. (NCRWA), each System Member shall select a delegate, and may select an alternate delegate, to represent the member at meetings of the association. Please complete the form below and return it to the NCRWA office by May 4, 2015 or bring the form to the registration desk at the NCRWA Conference by 11:00 AM on May 13, 2015. If the delegate certification is not completed including the attachment of the System Member's corporate seal, your representative cannot vote at the annual meeting. If you have any questions please call the NCRWA office at (336) 731-6963. Thank you for your cooperation.

CERTIFICATION OF DELEGATES

As duly elected CHAIRMAN (Mayor, Chair, or President of the Board)
of WARREN COUNTY BOARD OF COMMISSIONERS,
(System Member name)

I hereby certify the individuals listed below as designated official voting delegate and alternate delegate to the North Carolina Rural Water Association membership meetings for one year beginning at the date of authorization.



Delegate MACON ROBERTSON
Alternate Delegate TERESA HARRIS

Mayor, Chair, or President BARRY RICHARDSON Date of Authorization APRIL 6, 2015

And

Secretary ANGELENA KEARNEY_DUNLAP

Affix Seal (required)

Meeting Date: April 6, 2015

Agenda Item # 11-B

SUBJECT: Appointments to Boards/Committees/Commissions

REQUESTED BY: Richard "Dickie" Williams, Parks & Recreation Director

SUMMARY: It is submitted to appoint Calvin Boyd to his first full term on the Parks & Recreation Commission. Term expires January 31, 2018.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



WARREN COUNTY PARKS & RECREATION DEPARTMENT

P.O. Box 835
Warrenton, NC 27589

DICKIE WILLIAMS, *DIRECTOR*
(252) 257-2272

3-24-15

To: Angelena Kearney-Dunlap
Clerk to the Board

The Warren County Parks and Recreation Commission approve the appointment of Calvin Boyd to the Commission at the Monday, March 23, 2015 meeting.

Any question, please give me a call.

Thank you,

A handwritten signature in black ink, appearing to read "Dickie Williams".

Dickie Williams
Recreation Director

RECEIVED

STATEMENT OF INTEREST TO SERVE

If you are a Warren County resident and would like to volunteer your time and expertise to your community, please complete and return to:

Warren County Board of Commissioners
c/o Clerk to the Board
PO Box 619
Warrenton, NC 27589

Please list in order of preference the Boards and Commissions for which you would be willing to serve:

1. Parks & Recreation
2. _____
3. _____
4. _____

Your full name Calvin Theodore Boyd

Date of Birth December 21, 1952 Sex M Race B

Mailing Address 1626 Tower Road

City and Zip Code Norlina NC 27551

Street Address _____

City and Zip Code _____

Home Phone 252-257-2992 Work Phone _____

Job Title Retired

Company or Agency _____

Email Address calvinboyd52@yahoo.com

Do you live in the county? Yes No

Please list your County Commissioner District _____
(This information can be obtained from the Board of Elections at (252) 257-2114).

Educational Background

Name and Address of High School Attended North Warren High / John Graham High

Name and Address of College Attended Yancey Granville Com.Col - Saint Augustine University

Degree Received AAS-Industrial Mgt AAS-Recreation Therapy
BS-Organizational Mgt

Please list any military experience _____

If you are presently serving as an elected or appointed official, please explain: No

Please list all past employers and volunteer experience you have had which may be beneficial in evaluating your qualifications.

Work Experience Facet - Purolator - Clarcor
Industrial League basketball Coach
Chairperson for Co. United Way Drive
Lead Production Supervisor - Forklift driver Trainer

Volunteer Experience Warren County Sunday School President (Former)
Warren County Community Center Board (present)
Warren County Parks & Recreation Coach

How did you become aware of Warren County volunteer opportunities? (Please circle appropriate response)

Newspaper Current Warren County Volunteer Other

If other, please explain: informed by Parks & Recreation

If I am appointed to serve on one or more boards, I will agree by signing an Affirmation of Understanding, to attend the required number of meetings each calendar year and not to exceed unexcused absences by more than 25% or three (3) meetings in any calendar years.

Signature Calvin J. Boyd

Date March 17, 2015

Please feel free to attach a resume if so desired.

Meeting Date: April 6, 2015

Agenda Item # 11-C

SUBJECT: Appointments to Boards/Committees/Commissions

REQUESTED BY: Alicia Giddiens, Senior Center Director

SUMMARY: It is submitted to re-appoint the individuals on the attached list to serve an additional term on the Home & Community Care Block Grant Committee. Terms expire March 31, 2018.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Home & Community Care Block Grant Committee

Charles Jefferson

3rd Term

Expires March 31, 2018

Rhonda Smith

**Advisor on
Aging**

**Term of Employment w-
Kerr Tar Council of
Governments**

Jennie Johnson-Franklin

**At Large
5th Term**

Expires March 31, 2018



Warren County Senior Center
435 W. Franklin Street
Warrenton, NC 27589
(252) 257-3111
Fax (252) 257-0154

Alicia Giddiens, MSW
Director

To: Warren County Board of Commissioners , Warren County
Manager, and Clerk to the Board of Commissioners

From: Alicia R. Giddiens, Director

Date: 3/13/2015

Re: Re-appointment to Home and Community Care Block Grant
Committee

The following citizens have expressed continued interest to serve on the Warren County Home and Community Care Block Grant Committee:

- Charles Jefferson, Appointed (3rd term) – April 2015-March 2018
- Jennie Johnson Franklin, At Large (5th term) – April 2015- March 2018
- Rhonda Smith, Aging Director KTCOG –Replacing Diane Cox- No Term

I would like to recommend the aforementioned names for re-appointment/appointment to the Warren County Home and Community Care Block Grant Committee.

Meeting Date: April 6, 2015

Agenda Item # 12-A

SUBJECT: Middleburg Water System Asset Evaluation

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: Warren County engaged Rivers & Associates, Inc., Engineers, to assist with determining the asset value of the Middleburg Water System in order to establish a price for the purpose of selling the system to the City of Henderson. Evaluation involves two primary components: 1) estimate the depreciation and 2) estimate ten years of lost revenue. It is requested to accept the Asset Evaluation Report from Rivers & Associates.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend acceptance of the Asset Evaluation Report for the Middleburg Water System Assets as prepared by Rivers & Associates, Inc., Engineers.

NOTES:

March 11, 2015

RECEIVED

MAR 13 2015

WARREN COUNTY MANAGER'S OFFICE

Ms. Linda T. Worth
Warren County
PO Box 619
Warrenton, NC 27589

SUBJECT: Warren County
Middleburg Water System Asset Evaluation
Rivers File 2014099 C

Dear Ms. Worth:

Warren County engaged Rivers and Associates, Inc. to assist with determining the asset value of the Middleburg Water System in order to establish a price for the purpose of sell to the City of Henderson. This evaluation involved two primary components:

1. Estimate the depreciated present value of the Middleburg Water System Infrastructure.
2. Estimate ten (10) years of lost revenue associated with the Middleburg Water System.

In evaluating these components, we relied on records and data collected and provided to us by Warren County officials. The information provided mainly consisted of the various components making up the water system infrastructure, the dates that various parts of the system were placed in operation, and recent records documenting the associated revenue from the sale of water to customers served by the Middleburg Water System.

The water and fire suppression pipelines within the Middleburg Water System were placed in operation in the 1998-1999 fiscal year. Utilizing 2015 as the base year for cost, Table 1 attached details the methodology used to estimate the current remaining depreciated value of these assets. The various resources consulted and assumptions made for the evaluation are referenced in the footnotes of Table 1. As shown in Table 1, we estimate that the current remaining value of these assets, based on the estimated original cost, estimated service life of 50 years, and an estimated salvage value of 10% of the original cost, is approximately \$62,141.

Table 2 presents calculations for the estimated revenue Warren County will lose over the next ten years if the Middleburg Water System is sold to the City of Henderson. Warren County officials provided records documenting the revenue produced from the twenty-six accounts associated with the Middleburg Water System during the 2013-2014 fiscal year, a copy of which is attached as Exhibit 1. As shown, the total annual revenue from the sale of water was \$12,143.50.

The revenue was then extrapolated over a ten-year period using an average annual inflation rate. The average annual inflation rate was determined by using the Consumer Price Index obtained from the Bureau of Labor Statistics and averaging the percentage of change during each year

over the last ten years. A copy of this data is attached as Exhibit 2. Please note that the change from 2008 to 2009 was not included because a negative change in inflation is not indicative of a normal economic condition and therefore should be considered an outlier. The average inflation rate was then applied to the base annual revenue and compounded over a ten-year period. As shown in Table 2, we estimate that the total revenue over the next ten years attributable to the Middleburg Water System will be approximately \$140,361.

Please note that this evaluation does not include any operating and maintenance expense that may be associated with the Middleburg Water System. Upon review of the Annual Operating Budget for the Regional Water System, it was determined that virtually all expenses reported are fixed costs that will remain unaffected by the sale of the Middleburg Water System to the City of Henderson. Therefore, we considered any cost that may be directly attributable to the operation and maintenance of the Middleburg Water System to be negligible.

The total of the estimated depreciated present value of the Middleburg Water System infrastructure and ten (10) years of lost revenue is \$202,502. It is our opinion that this represents a fair market value that may be utilized as a reasonable basis for negotiating the sale of the Middleburg Water System to the City of Henderson.

We appreciate the opportunity to provide this evaluation to Warren County and look forward to reviewing the results with you and your staff. If we may be of further assistance in this matter, or if you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

RIVERS & ASSOCIATES, INC.



Frederick L. Stowe, P.E.
Project Manager

Attachments:

- Table 1 – Depreciated Fixed Assets Evaluation
- Table 2 – Total Revenue Loss Over 10 Years
- Exhibit 1 – Annual Revenue (2013-2014)
- Exhibit 2 – Inflation Rate Calculation

cc: Mr. Macon Robertson, Warren County Public Utilities, w/ encl.
Ms. Marcie Byrd, Warren County Public Utilities, w/ encl.
File, w/ encl.

**WARREN COUNTY
MIDDLEBURG WATER SYSTEM
ASSET EVALUATION**

**TABLE 1
DEPRECIATED FIXED ASSETS EVALUATION**

FEBRUARY 2015

Component ¹	Estimated Quantity ¹	Unit	Estimated 2015 Unit Cost Value ²	Estimated 2015 Total Cost Value	Approx. Age (Yr)	CCI Index ³	Estimated Original Cost	Estimated Service Life (Yr) ⁴	Estimated Salvage Value (%) ⁵	Estimated Salvage Value	Estimated Annual Depreciation ⁶	Estimated Remaining Service Life (Yr)	Estimated Remaining Asset Depreciation	Estimated Remaining Asset Value
2" PVC Water Main & Appurtenances	270	LF	\$43	\$11,610	16	1.66	\$6,994	50	10%	\$699	\$126	34	\$4,280	\$4,980
6" DIP Fire Suppression & Appurtenances	870	LF	\$66	\$57,420	16	1.66	\$34,590	50	10%	\$3,459	\$623	34	\$21,169	\$24,628
6" PVC Water Main & Appurtenances	1145	LF	\$50	\$57,250	16	1.66	\$34,488	50	10%	\$3,449	\$621	34	\$21,107	\$24,555
10" PVC Water Main & Appurtenances	300	LF	\$62	\$18,600	16	1.66	\$11,205	50	10%	\$1,120	\$202	34	\$6,857	\$7,978
TOTALS				\$144,880			\$87,277			\$8,728	\$1,571		\$53,414	\$62,141

1. Data collected and provided by Warren County officials.

2. Estimated 2015 unit cost value is estimated based on cost of similar recent projects inclusive of urban area construction and other project related costs and miscellaneous appurtenances.

3. Approximate Construction Cost Index (CCI) obtained from Engineering News Record, 2015.

4. The estimated service life is determined based upon guidelines established by Federal Regulations 40 CFR, PART 35, Subpart E, Appendix A for analyzing costs of publicly owned wastewater treatment works, which includes similar types of structures and equipment.

5. Assumptions have been made regarding estimated salvage values based on experience and realizing that the exact condition of portions of the system are unknown.

6. The basis for calculating the estimated annual depreciation is the straight-line method:

$$\text{Annual Depreciation} = \frac{(\text{original value}) - (\text{salvage value})}{\text{service life in years}}$$

**WARREN COUNTY
MIDDLEBURG WATER SYSTEM
ASSET EVALUATION**

**EXHIBIT 1
ANNUAL REVENUE (2013-2014)**

ACCT #	METER#	CUSTOMER		PHYSICAL ADDRESS	MAILING ADDRESS	STATUS	OWNER NAME & ADDRESS	ANNUAL GALS	ANNUAL REVENUE
1694	1713575	MIDDLEBURG HIGH DOLLAR	535	HIGHWAY 1 NORTH	PO BOX 247 - MIDDLEBURG, NC 27556	ACTIVE		56	\$436.00
1635	76482488	VANCE COUNTY SCHOOLS #1	0	US 1	PO BOX 7001 - HENDERSON, NC 27536	ACTIVE		179	\$866.50
2052		EO YOUNG SCHOOL #2	0	E.O.YOUNG SCHOOL	PO BOX 7001 - HENDERSON, NC 27536	ACTIVE		303	\$1,300.50
4597	1830729475	SNACKERS #220	6325	US HIGHWAY 1 SOUTH	100 EUROPA DRIVE, SUITE 550 - CHAPEL HILL, NC 27517	ACTIVE		141	\$733.50
8032	1830729888	MORALES, MARIA ELENA	40	NORTH PLUMMER STREET	PO BOX 223 - MIDDLEBURG, NC 27556	ACTIVE	JOAN BRADSHAW - 2815 HWY 414 - TAYLORS, SC 29687	54	\$429.00
2053	1850110411	MIDDLEBURG POST OFFICE	0	MIDDLEBURG	PO BOX 701 - WARRENTON, NC 27589	ACTIVE		2	\$247.00
1649	1830723510	ANNIE FUDGE	54	NORTH HAWKINS	PO BOX 344 - MIDDLEBURG, NC 27556	ACTIVE		14	\$289.00
1275	1830725527	MIDDLEBURG VARIETY	7075	BROAD STREET	PO BOX 187 - MIDDLEBURG, NC 27556	ACTIVE		46	\$406.00
709	1830725594	RAY BULLOCK	45	N LEE STREET	PO BOX 8 - MIDDLEBURG, NC 27556	ACTIVE		3	\$250.50
708	1470393394	MIDDLEBURG M PARS	156	WALNUT STREET	PO BOX 100 - MIDDLEBURG, NC 27556	ACTIVE		40	\$380.00
6877	1830727910	AMY D BULLOCK	55	N. LEE AVENUE	PO BOX 368 - MIDDLEBURG, NC 27556	ACTIVE		29	\$405.50
4510	1830728768	BENNERSON, PAMELA D	57	NORTH LEE AVENUE	PO BOX 126 - MIDDLEBURG, NC 27556	ACTIVE	HAZEL THORNTON - PO BOX 58 - MIDDLEBURG, NC 27556	48	\$456.00
6868	1830723522	BULLOCK, VANESSA	59	N LEE AVE (APT 3)	PO BOX 386 - MIDDLEBURG, NC 27556	ACTIVE		46	\$401.00
2844	1481297150	VACANT	7109	BROAD STREET		INACTIVE	TERRY PRICE - 4656 PENLAN ROAD - NEW CANTON, VA 23123	48	\$456.00
705	1481283792	BLACKWELL, BENNIE	7139	BROAD STREET	5213 CAPITAL BLVD - RALEIGH, NC 27616	ACTIVE		48	\$456.00
5026	1830729468	SEWARD, RICHARD J	7175	BROAD STREET	PO BOX 36 - MIDDLEBURG, NC 27556	ACTIVE		9	\$320.00
6096	1830729875	FERGUSON, JOSEPH R	104	N WASHINGTON AVE	PO BOX 302 - MIDDLEBURG, NC 27556	ACTIVE	TOMMY GREENWAY - 192 STUART FARM RD - HENDERSON, NC 27537	48	\$456.00
1751	1830729432	VIVIAN M EDWARDS	195	CORNER OF WALNUT STREET	PO BOX 33 - MIDDLEBURG, NC 27556	ACTIVE		54	\$429.00
3906	1830729333	FULLER ANDERSON	195	N WASHINGTON AVE	PO BOX 336 - MIDDLEBURG, NC 27556	ACTIVE		21	\$313.50
3907	1830725192	RANDOLPH BULLOCK	217	N WASHINGTON AVE.	PO BOX 100 - MIDDLEBURG, NC 27556	ACTIVE		19	\$306.50
1752	1830723183	ALLEN, SARAH	140	N WASHINGTON ST	PO BOX 153 - MIDDLEBURG, NC 27556	ACTIVE	LAWRENCE FLOYD - 70 LAKEWOOD CT - HENDERSON, NC 27537	58	\$443.00
2161	1830730133	RAY A BULLOCK	366	N. LEE STREET	PO BOX 8 - MIDDLEBURG, NC 27556	ACTIVE		76	\$506.00
1847	1830723516	SAMUEL D ROBERSON	159	N JACKSON STREET	PO BOX 225 - MIDDLEBURG, NC 27556	ACTIVE		55	\$432.50
2054	1830727976	RUTH M NANCE	65	PINE STREET	PO BOX 194 - MIDDLEBURG, NC 27556	ACTIVE		17	\$433.50
6151	1831403155	RONALD E STAINBACK	7561	US1 AND 158	PO BOX 41 - MIDDLEBURG, NC 27556	ACTIVE		58	\$443.00
6242	1831786693	RONALD STAINBACK JR	8070	US 1-158	PO BOX 9 - MIDDLEBURG, NC 27556	ACTIVE		88	\$548.00
TOTALS								1560	\$12,143.50

**WARREN COUNTY, NC
MIDDLEBURG WATER SYSTEM
ASSET EVALUATION**

**TABLE 2
TOTAL REVENUE LOSS OVER 10 YEARS
FEBRUARY 2015**

Annual Inflation Rate¹ = 2.617%
Annual Revenue = Previous Year Revenue x 1.02617

Period	Year	Revenue
0	2014	\$12,143.50 ²
1	2015	\$12,461.30
2	2016	\$12,787.41
3	2017	\$13,122.05
4	2018	\$13,465.46
5	2019	\$13,817.85
6	2020	\$14,179.46
7	2021	\$14,550.54
8	2022	\$14,931.33
9	2023	\$15,322.08
10	2024	\$15,723.06
Total Revenue 2015-2024		\$140,360.53

1. See Exhibit 2 for Annual Inflation Rate Calculation.
2. Annual revenue for 2014 is not included in the total as it is the base year. Annual revenue for 2014 is based on data provided by Warren County officials (see Exhibit 1).

**WARREN COUNTY, NC
MIDDLEBURG WATER SYSTEM
ASSET VALUATION**

**EXHIBIT 2
INFLATION RATE CALCULATION
FEBRUARY 2015**

**Consumer Price Index - All Urban Consumers
Original Data Value**

Series Id: CUUSX300SA0
Not Seasonally Adjusted
Area: South - Size Class B/C
Item: All items
Base Period: DECEMBER 1996=100
Years: 1997 to 2014

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	PERCENT CHANGE
1997	100.3	100.6	100.9	101.1	101.0	101.3	101.3	101.4	101.5	101.8	101.9	101.3	101.2	100.9	101.5	
1998	101.5	101.6	101.8	102.0	102.2	102.3	102.4	102.5	102.5	102.8	102.8	102.8	102.3	101.9	102.6	1.084
1999	102.9	103.0	103.3	103.9	104.1	104.1	104.3	104.4	104.8	105.1	105.1	105.2	104.2	103.6	104.8	2.144
2000	105.4	106.0	107.0	107.2	107.2	107.6	107.8	107.8	108.1	108.1	108.2	108.1	107.4	106.7	108.0	3.053
2001	108.6	109.2	109.4	109.9	110.1	110.3	109.8	109.8	110.2	109.7	109.4	108.9	109.6	109.6	109.6	1.481
2002	109.2	109.3	110.0	110.8	110.7	110.9	111.0	110.9	111.2	111.6	111.9	111.6	110.8	110.2	111.4	1.642
2003	111.7	112.5	113.3	113.3	112.8	113.1	113.1	113.4	113.8	113.6	113.3	113.3	113.1	112.8	113.4	1.795
2004	113.8	114.3	114.9	115.6	116.4	117.0	116.9	116.9	116.9	117.4	117.4	117.1	116.2	115.3	117.1	3.263
2005	117.1	117.7	118.4	119.3	119.4	119.7	120.2	120.9	122.3	122.5	121.4	121.2	120.0	118.6	121.4	3.672
2006	122.0	122.1	123.0	124.1	124.6	125.0	125.5	125.4	124.4	123.7	123.4	123.8	123.9	123.5	124.4	2.471
2007	123.817	124.521	125.726	127.000	127.893	128.265	128.226	127.833	128.263	128.600	129.556	129.368	127.422	126.204	128.641	3.409
2008	129.937	130.351	131.442	132.516	133.714	134.980	135.643	135.004	135.093	133.285	130.324	129.099	132.616	132.157	133.075	3.447
2009	129.615	130.380	130.873	131.370	131.777	133.056	132.736	132.729	132.722	133.035	133.342	133.252	132.074	131.179	132.969	-0.080 ¹
2010	133.517	133.575	134.363	134.606	134.500	134.173	134.130	134.335	134.658	134.890	134.892	135.240	134.407	134.122	134.691	1.295
2011	135.925	136.625	138.211	139.177	139.833	139.639	139.783	140.378	140.471	140.303	140.218	139.838	139.200	138.235	140.165	4.064
2012	140.388	141.133	142.056	142.718	142.161	141.906	141.774	142.432	143.088	142.927	142.219	142.009	142.068	141.727	142.408	1.600
2013	142.543	143.758	144.293	143.935	144.071	144.627	144.851	145.056	145.098	144.825	144.377	144.382	144.318	143.871	144.765	1.655
2014	144.668	145.341	146.254	147.265	147.499	147.733	147.559	147.178	147.257	146.905	145.976	144.952	146.549	146.460	146.638	1.294
Average Annual Percent Change 1997-2009																2.336
Average Annual Percent Change 2004-2014																2.617

1. Inflation rate of -0.080 for 2009 is considered an outlier, therefore not included in the annual average percent change.

SUBJECT: Time Warner Cable Request to Install Steel Conduit Fiber Optics

REQUESTED BY: Macon Robertson, Public Utilities Director

SUMMARY: A formal request from Time Warner Cable has been made (per attached) to install a 4” steel conduit, containing a fiber optic communications cable, along the route of existing water and sewer lines as they cross over the Blue Mud Creek, along Rooker Dairy Rd in Norlina. This request is submitted for the Board’s consideration and approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the request from Time Warner Cable to install a 4” conduit containing fiber optic communications cable along the route of existing water and sewer lines as they cross over Blue Mud Creek, along Rooker Dairy Road in Norlina, upon recommendation and concurrence by the Public Utilities Director.

NOTES:



101 Innovation Ave
Suite 100
Morrisville, NC 27560



Linda Worth
Warren County Manager
PO Box 619
Warrenton, NC 27589

March 30, 2015

CC: Macon Robertson
Warren County Utilities Director
252-213-1193
maconrobertson@warrencountync.gov

Ms. Worth,

Please accept this letter as a formal request by Time Warner Cable to install a 4" steel conduit, containing a fiber optic communications cable, along the route of your existing water and sewer lines as they cross over the Blue Mud Creek, along Rooker Dairy Rd, in Norlina, NC. (See attached picture with a red line indicating our proposed conduit route.) We will submit a revised NCDOT encroachment request for this area.

Over the past few months we have attempted to bore under this creek multiple times to no avail. The creek apparently flows over a large and solid seam of granite here. We had an onsite meeting with Mr. Robertson, for utility locating purposes, as we were attempting to bore under this creek. At that time we discussed with him other options for the creek crossing, and it was agreed that attaching another conduit to the existing concrete slabs, and crossing over the creek alongside the existing water and sewer pipes would present no drawbacks, and might be our only option.

Upon your approval, and under Mr. Robertson's direction and supervision, we would like to proceed with attaching our conduits as shown in the attached picture.

Thank you in advance for your understanding in this matter, and we will look forward to hearing from you.

Sincerely

A handwritten signature in blue ink, appearing to read "Jan Clayton-Miller".

Jan Clayton-Miller
Manager of Commercial Construction

Time Warner Cable®



Meeting Date: April 6, 2015

Agenda Item # 13

SUBJECT: Request for Authorization to Euthanize Police K-9 Jack

REQUESTED BY: Sheriff Johnny Williams

SUMMARY: Police K-9 “Jack” has proven to be a liability to the Warren County Sheriff’s Office in that he has a history of aggression, which includes biting. Therefore, Sheriff’s Office seeks authorization to humanely dispose of K-9 “Jack” on recommendation of Ventosa Kennel, Inc. of Scotland Neck, NC.
Request is to adopt resolution and authorize Chairman Richardson to sign same.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend adoption of Resolution and authorize Chairman Richardson to sign same.

NOTES:



WARREN COUNTY BOARD OF COMMISSIONERS

602 WEST RIDGEWAY STREET
POST OFFICE BOX 619
WARRENTON, NORTH CAROLINA 27589

Barry Richardson, Chairman
Jennifer Jordan, Vice Chairman
Bertadean Baker
Tara Davis
Victor Hunt

Linda T. Worth
County Manager

Angelena Kearney-Dunlap
Clerk to the Board

County of Warren

State of North Carolina

Resolution

Authorizing Disposal of County Property

WHEREAS, Article 12 of NC GS §160A-265. "Use and disposal of property" authorizes a county to dispose of certain property; and

WHEREAS, the Warren County Sheriff's Office in an effort to protect the public uses Police K-9's for certain law enforcement duties; and

WHEREAS, due to several issues of aggression Police K-9 "Jack" has been determined to be a serious liability to the Warren County Sheriff's Office, a danger to his handlers and the public.

NOW, THEREFORE BE IT RESOLVED that the Warren County Board of Commissioners hereby authorizes the Warren County Sheriff's Office to dispose of Police K-9 "Jack" in a humane and proper manner, due to said K-9 posing a threat to the public and a liability to the County.

BE IT FURTHER RESOLVED that the Warren County Board of Commissioners authorizes the Warren County Sheriff's Office to pursue a sufficient replacement for said Police K-9 "Jack".

Adopted this 6th day of April 2015.

WARREN COUNTY BOARD OF COMMISSIONERS

ATTEST:

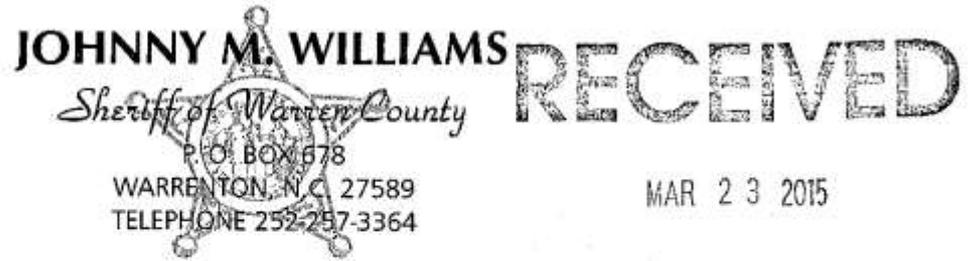
Barry Richardson, Chairman

Article 12.

Sale and Disposition of Property.

§ 160A-265. Use and disposal of property.

In the discretion of the council, a city may: (i) hold, use, change the use thereof to other uses, or (ii) sell or dispose of real and personal property, without regard to the method or purpose of its acquisition or to its intended or actual governmental or other prior use. (1981 (Reg. Sess., 1982), c. 1236.)



WARREN COUNTY MANAGER'S OFFICE

March 23, 2015

Linda T. Worth, County Manager
602 W. Ridgeway Street
Warrenton, NC 27589

Mrs. Worth:

Our K9 Jack is not able to perform his law enforcement duties due to several issues of aggression, at this time the K-9 is a serious liability to the Warren County Sheriff's Office.

I would like to inform you that we have exhausted all options to correct the aggression problems with no success; Jack was last evaluated on March 12, 2015 and I have attached a letter from Ventosa Kennel's where he received his last evaluation. Due to the recommendation of Ventosa Kennel's, I respectfully request permission to have the K-9 Jack euthanized.

If you have any questions, please feel free to contact me.

Sincerely,

Johnny M. Williams, Sheriff

Ventosa Kennel, Inc.

P.O. Box 358 Scotland Neck, NC 27874

Tel.- 252-826-4415 Cell- 252-370-5353

Fax- 252-826-4415

Email- tbowling@ventosakennelinc.com

To Whom It May Concern:

On March 12, 2015 Warren County Sheriff's Department brought us a K9 for an evaluation. Ventosa Kennel's primary trainer "Jim O'Brien" evaluated the K9 to possibly correct any aggression problems through extensive positive training. Unfortunately, due to the fact the K9 has progressed to another aggression level, which causes liabilities in the kennel we are not able to manage the K9 at this time. This particular K9 has a history of severely biting several handlers. We feel like this is only going to escalate, which will only cause more of a liability to the Warren County Sheriff's Department and others who might be involved with this K9. At this time we regret that other precautions need to be made. If you should have any questions please feel free to call Jim O'Brien at 252.678.0134.

**Regards,
T. Ana Bowling
Ventosa Kennel, Inc
252.370.5353 (cell)**

Meeting Date: April 6, 2015

Agenda Item # 14-A

SUBJECT: Surplus Property – Authorize Trade of Defibrillators

REQUESTED BY: Dennis Paschall, EMS Coordinator

SUMMARY: Certain property; six (6) Zoll Defibrillators previously used by EMS, are presented for Board’s authorization to trade for allowance as part of a lease agreement, to acquire state of the art models.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval to trade as part of a lease agreement, six (6) Zoll Defibrillators previously used by EMS, to acquire state of the art models.

NOTES:

E SERIES ZOLL DEFIBRILLATOR	ABo8D007001
E SERIES ZOLL DEFIBRILLATOR	ABo8D007044
E SERIES ZOLL DEFIBRILLATOR	ABo8D006589
E SERIES ZOLL DEFIBRILLATOR	ABo8D007201
E SERIES ZOLL DEFIBRILLATOR	AB10F014748
X SERIES ZOLL DEFIBRILLATOR	AR12I002058



Meeting Date: April 6, 2015

Agenda Item # 14-B

SUBJECT: Resolution Declaring Surplus Property and Authorizing Auction

REQUESTED BY: Janytta C. Bell, Veterans Services Administrator

SUMMARY: Resolution declaring printers and a computer CPU as surplus is presented for Board's consideration to authorize auction of same and authorize signature of Chairman Richardson.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of Resolution declaring printers and a computer CPU as surplus property and authorize auction of same, and authorize Chairman Richardson to sign same.

NOTES:

**RESOLUTION
SALE OF SURPLUS
WARREN COUNTY PROPERTY**

WHEREAS, the County of Warren has certain properties which are no longer used by Warren County Veteran Services and may lawfully dispose of such property through on-line auction or disposal.

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to Article 12, North Carolina General Statute 160A-268, the Warren County Board of Commissioners authorize the sale through on-line auction or disposal of:

**Brother Computer Printer
Dell Computer System
HP Deskjet 940c Printer
HP Officejet Scanner/Printer/Copier**

These items are being sold in “as is” condition with no warranties.

The Warren County Board of Commissioners reserves the right to reject any or all bids, to waive informalities, and to award bid in the opinion of the Owner in its best interest.

BE IT FURTHER RESOLVED, The Board of Commissioners authorizes the County Manager (or designee) to dispose of this property and incur those costs incidental to sell property; and that advertising, describing the property, the method for bidding and the date, time and place for the bid opening be placed with auction site, notice in the Warren Record Newspaper and otherwise appropriately advertised according to law.

ADOPTED this the 6th day of April 2015.

ATTEST:

WARREN COUNTY BOARD OF COMMISSIONERS
Barry Richardson, Chairman

Brother Printer



**HP DeskJet
940c Printer**



Dell Computer System



**HP OfficeJet
Scanner/Printer/Copier**



Meeting Date: April 6, 2015

Agenda Item # 15

SUBJECT: Schedule Public Hearing

REQUESTED BY: Linda T. Worth, County Manager

SUMMARY: It is submitted to schedule Public Hearing for Wednesday, April 22, 2015 at 5:45 pm for purposed Ordinance Regulating Criminal Background searches for non-criminal purposes, i.e. pre-employment and Pawn Shop License Requests.

FUNDING SOURCE:

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE:

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



Meeting Date: April 6, 2015

Agenda Item # 16-A

SUBJECT: Contracts Approved by the County Manager

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Having been granted authority to enter into contracts up to but not to exceed \$50,000; contracts executed by the County Manager are presented for the Board's information.

FUNDING SOURCE: Various

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

NOTES:



MEMORANDUM

TO: Warren County Board of Commissioners
FROM: Linda T. Worth, County Manager
DATE: April 1, 2015
RE: Notice of Contracts Approved by the County Manager

Entire 29
paged
document
has been
provided in a
separate
e-mail.

Pursuant to the contracting authority granted to me by the Board of County Commissioners, please be advised that I have approved the following contractual agreements in the month of March 2015 on behalf of Warren County:

General County

US Cellular Services, LLC

I have approved a Wireless Service Agreement with US Cellular for cell phone service across several county agencies. The plan will offer the County many opportunities to save money by consolidating cell phone bills and providing reduced rates for cell service through shared data lines and reduced prices for various cell phones. The cost of this agreement is reflected in the Departmental budgets with county issued cell phones.

Department of Social Services

ExecLink, LLC
P.O. Box 78421
Charlotte, NC 28271

I have approved Amendment #2 to the Independent Contractor Agreement with ExecLink, LLC for the services of Mr. W. Morris to extend as Interim Director of Warren County DSS from March 23, 2015 through May 22, 2015. The fees for this service will be paid from lapsed salaries in the DSS Administration Budget.

Please advise if there are any questions or concerns regarding this agreement.

Meeting Date: April 6, 2015

Agenda Item # 16-B

SUBJECT: County Manager's Monthly Report

REQUESTED BY: County Manager – Linda T. Worth

SUMMARY: Manager's March 2015 Monthly Status Report is submitted for the Board's information and approval.

FUNDING SOURCE: N/A

APPLICABLE LOCAL ORDINANCE &/or GENERAL STATUTE: N/A

FOLLOW-UP REQUIRED: N/A

COUNTY MANAGER'S RECOMMENDATION:

Recommend approval of the County Manager's March 2015 Monthly Status Report.

NOTES:

RE: March 2015 Status Report

Following is a recap of my work activities for the month of March 2015:

Administration

- Prepared for and attended Board of Commissioners Regular Meeting (3/2/15)
- Met with Finance Director to discuss budget matters (3/3/15)
- Attended meeting with Finance Director and Recreation Director to discuss Recreation Department finances (3/3/15)
- Mtg. with various County Staff and County Attorney to discuss a citizen's concerns (3/4/15)
- Mtg. with concerned citizens to discuss animal control matters (3/4/15)
- Recorded WARR Radio Program re: Buck Spring Park Development with High School Intern J. Jackson and Executive Assistant (3/5/15)
- Interview with T. Healy re: Soul City Project (3/5/15)
- Met with R. Green of Webb Point, to discuss County's IT needs (3/5/15)
- Attended meeting in Durham with Com. Jordan and County Staff to learn more about Durham County's Misdemeanant Diversion Program (3/6/15)
- Attended KLRWS Advisory Board meeting with Com. Hunt (3/9/15)
- Attended JCPC monthly meeting (3/9/15)
- Met with HR Manager to discuss personnel matters (3/10/15)
- Met with Emergency Services Director and Recreation Director re: property needs (3/11/15)
- Attended FEMA Board Meeting (3/12/15)
- Attended Recreation Commission Meeting (3/12/15)
- Met with Com. Jordan and CSE/DSS Staff to discuss office space needs (3/13/15)
- Met with EDC Director to discuss various projects (3/16/15)
- Attended EDC Commission Meeting (3/16/15)
- Attended Triangle North-Warren delegation meeting (3/17/15)
- Prepared for and attended Board of Commissioners Work Session (3/18/15)
- Conducted budget meetings with Department Heads (3/18/15)
- Conducted budget meetings with Department Heads (3/19/15)

MEMORANDUM

Page 2

April 1, 2015

- Met with R. Green, of Web Point re: IT Consulting Proposal (3/20/15)
- Attended Special Recreation Commission Meeting (3/23/15)
- Attended meeting with representatives from HCW, Benefits Consultant, and HR Manager to receive health insurance renewal information (3/23/15)
- Attended Industry Round Table Breakfast Meeting at WCHS (3/24/15)
- Met with A. Hendley to discuss new business in Warren County (3/24/15)
- Prepared for and conducted monthly Department Heads' Meeting (3/26/15)
- Attended KLRWS Meeting and IBT Certification Public Hearing (3/31/15)

Other Activities

- Attended Ribbon Cutting Ceremony for North End Barber Shop (3/3/15)
- Attended Warren Chamber of Commerce Business After Hours at Warren Food Works (3/10/15)
- Attended Retirement Luncheon for W. Lewis, Detention Center Retiree (3/13/15)
- Attended Dinner Meeting with Board of Commissioners and VGCC President & Board of Trustees and Staff (3/16/15)
- Attended Lake Gaston 5-County Forum with Commissioners Richardson and Davis (3/19/15)
- Participated in Career Day at Vaughan Elementary School (3/27/15)

Project Updates

Simulcast Radio System Upgrade Project – Phase II

Proposal to provide consulting services for the Phase II Simulcast Radio system Upgrade Project has been received from TSS Partners and will be presented to the Board of Commissioners for consideration and approval on 4/6/15. TSS Partners provided project management services for Phase I of this project. Services to be rendered by TSS for Phase II will consist of providing oversight for the SHP Manson Radio Tower upgrades to make the tower structurally capable of supporting Warren County's Phase II radio system equipment and to provide project management services for the Phase II Simulcast upgrade. Once the Manson Tower has been upgraded, we can begin work on the Simulcast upgrade. The tower upgrade is anticipated to take approximately eight months to complete, and the simulcast upgrade approximately 12 months.

MEMORANDUM

Page 3

April 1, 2015

Buck Spring Project

We are currently preparing the RFQ for the selection of an Architect/Engineering Firm to provide project management for the Phase I Buck Spring Project. Once an Architect or Engineering Firm is selected, we will be in a position to move Phase I of this project forward.

2011 Scattered Site CDBG Project

All work has been completed in the Scattered Site CDBG Project, and the close-out public hearing for the Project was held on 1/5/15. We are continuing to complete the necessary close-out paperwork to finally close this project.

Golden LEAF Community-Based Grantsmaking Initiative

A contract was signed with the Timmons Group and they have conducted a property condition assessment of the buildings situated on the Peck property. We are also finalizing a contractual agreement with Matson Consulting to have a Business Plan and Facility Utilization Plan prepared for the CAVE project as required by the Golden LEAF Grant Agreement. Both of these agreements for professional services for the CAVE Project are funded by the \$50,000 Golden LEAF Planning grant.

April 6, 2015

**Closed Session: *Property*
Acquisition in accordance with
NCGS §143-318.11(a)(5)**



Adjourn

April 6, 2015
Regular Meeting

