

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
NOVEMBER 03, 2016**

The Jackson County Board of Commissioners met in a Regular Session on November 03, 2016, 6:00 p.m., Justice & Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Brian McMahan, Chairman
Mark Jones, Vice Chair
Charles Elders, Commissioner
Vicki Greene, Commissioner
Boyce Deitz, Commissioner

Don Adams, County Manager
Heather C. Baker, County Attorney
Angela M. Winchester, Clerk to Board

Chairman McMahan called the meeting to order.

(1) **AGENDA**: Chairman McMahan amended the agenda by adding an item: Comprehensive Transportation Plan Memo. Commissioner Greene moved to approve the amended Agenda. Commissioner Jones seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Elders moved to approve the minutes of a Joint Meeting with Municipalities of October 17, 2016, a Public Hearing for Transit Grants of October 20, 2016 and a Regular Meeting of October 20, 2016. Commissioner Deitz seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: None.

(4) **COMMISSIONER REPORTS**: Commissioner Deitz stated he attended the fall meeting of the Extension Group and he appreciated all that they had done. He encouraged any interested youth in the county to become involved with the 4-H program.

(5) **COUNTY MANAGER REPORT**: Mr. Adams reported:

(a) **Capital Projects**:

- Cashiers Code Enforcement Office Renovations: Project was 70% complete. It was estimated that the project would be completed in the month of December.
- Health Department: McMillan/Pasdan/Smith Architecture completed its review of required programming space. They are now drafting preliminary schematics for review. The first review meeting would be held on Wednesday, November 16th. The results of the study should be completed by December.
- Freedom Park: It was anticipated that the project would be completed in December or January. County personnel would complete the county's portion of the project on the main monuments prior to the winter weather. It was anticipated that the grand opening would be held sometime early spring or when the weather became more amicable.
- Tuckasegee SRC Paving: Jeff Madden Trucking & Excavating Company would begin paving the entrance to the Tuckasegee Staffed Recycling Center on Monday, November 14th. The contractor was given up to one week to complete the project. The Tuckasegee Staffed Recycling Center could be closed Monday, November 14th through Saturday, November 19th. Public Works Director Chad Parker sent notices to the newspapers.

(b) Upcoming Meetings:

Tuesday, November 15, 2016 – Commissioners Work Session at 10:00 a.m.
Thursday, November 17, 2016 – Public Hearing at 5:55 p.m.
Thursday, November 17, 2016 – Regular Commissioners Meeting at 6:00 p.m.
Comprehensive Plan Community Meeting Schedule was given to the Commissioners.
Thursday, December 1, 2016 - Regular Meeting would be cancelled.
Monday, December 5, 2016 – Organizational Meeting at a time to be determined.

(6) INFORMAL COMMENTS BY PUBLIC: None.

(7) CONSENT AGENDA: Darlene Fox, Finance Director, presented three Budget Ordinance Amendments for fiscal year ending June 30, 2017, for approval.

Motion: *Commissioner Deitz moved to approve the Consent Agenda. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(8) JACKSON NEIGHBORS IN NEED (JNIN): Patsy Davis, Chairperson, presented a funding request:

(a) \$2,220: This amount would supplement the salary for a case management position from November 1, 2016 to June 30, 2017. The remainder of monies for the position includes \$20,000 from the Evergreen Foundation and \$11,800 from JNIN. The total salary of \$34,020 includes fringe benefits and a 10% indirect cost for Southwestern Child Development Commission.

(b) \$11,616: This amount would be for two part-time, temporary positions for the time period of November 1, 2016 to March 31, 2017. The amount includes 10% indirect costs.

(c) \$2,400: For travel expenses.

(d) Total amount of funding request: \$16,236

Motion: *Commissioner Elders moved to approve the request for funding from Jackson Neighbors In Need in the amount of \$16,236 to Southwestern Child Development Commission, from contingency. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(9) EMERGENCY MANAGEMENT DIRECTOR RECOGNITION:

(a) Mr. Adams stated he received a letter from Dianne Curtis, NC Department of Public Safety North Carolina Emergency Management Eastern Branch Manager. Ms. Curtis was the Incident Commander of the North Carolina Emergency Management Regional Coordination Center East for the Hurricane Matthew response in Eastern North Carolina. Many counties were hit hard due to winds and flooding and their response to assist was very intense. She wanted to express her sincere gratitude for the support of allowing Todd Dillard, Emergency Management Director, to assist.

Mr. Dillard worked tireless, long and difficult hours to do a superb job for NCEM. Without hesitation, he took on the enormous task as Logistics Chief. His leadership pulled together a base camp that managed over 20 million dollars of equipment and personnel for 24 hours a day. Mr. Dillard was a vital team member of the North Carolina Emergency Management All Hazards Incident Management Team program and his selfless performance was a critical component in the success of the operation in the east. Words could not express the proper thank you for allowing him to help manage the worst disaster Eastern North Carolina had seen since 1999.

(b) Mr. Adams stated that Mr. Dillard had also been awarded the North Carolina Emergency Director of the year. This recognition was made by other emergency management directors across the state and state officials.

Informational item only.

(10) EMERGENCY MANAGEMENT UPDATE: Todd Dillard, Emergency Management Director reported:

(a) Hurricane Matthew: On Monday, October 3rd, he received an email from Mike Cook, Western Branch Manager, requesting the availability for possible deployment of the Incident Management Team (IMT) members for Hurricane Matthew. After talking with Mr. Adams, he informed Mr. Cook that he would be available for a 7-10 day deployment, if needed.

He received deployment orders on Thursday, October 6th to report to Kinston, NC on the 7th. He arrived in Kinston on the afternoon of the 7th, along with David Breedlove, Swain County EM; Shane Mackey, Battalion Chief Asheville FD; and Roland Hammerick, SLC Consulting. They were Team Four of a six team deployment from the Western Branch Office (WBO).

Initially, they were tasked to deploy out to impacted counties in the Regional Coordination Center East (RCC-E) area, but were then tasked to remain at RCC-E. He was given the Logistic Section Chief role for the 33 eastern counties. He remained in the command building until Saturday, when he was asked to find an area for a base and staging area for responders. The base/staging area was located at the Kinston Global Transportation Park, where there were several vacant buildings. They also used the Ralph Winkworth Forestry Center, which the North Carolina Forest Services used for their personnel to have a place to eat and sleep when they were in the area for classes.

Starting on that Sunday, resource requests for the impacted counties began to come in. By Monday, they were depleting most of the staged resources. RCC-E Commander requested generators and prime movers from the western part of the state. Jackson, Swain and Cherokee Counties each sent one generator and one prime mover to Kinston. Jackson County had also been requested to send the American Red Cross shelter trailer, which was a 50 bed unit. Michael Forbis, Fire Marshal, coordinated with Ira Jones of the Grounds Department for manpower and one truck to also assist with the request. County employees that responded to the request were: Greg Dills, Dale Broom and Steven Taylor. Ernie Ashe from the Cashiers Fire Department made up the four man team.

When the Jackson County team arrived at the base/staging area on Monday afternoon, they were sent out to impacted counties to deploy resources, such as light towers, message boards and large generators, utilizing both Jackson County trucks. That continued until Thursday, when he demobilized the county employees that were on the initial response and requested four more to replace them. The members of the second team were: Pete Thomason, Jake Brooks, Danny Buchanan and Mitch Smith. They remained in Kinston until they were demobilized on Sunday morning. The Public Works employees went above and beyond the call of duty while they were there. They worked tirelessly, sometimes working 16-18 hours a day to make sure the missions were accomplished.

The staging area was set up for responder equipment, such as: Swift Water Rescue Teams, Urban Search and Rescue Teams, National Guard Units and tractor trailers with Meals Ready to Eat and bottled water. At the height of the response period, there were over 30 pieces of equipment in staging. The base was where the responders ate and slept. At the height of operations for the base, they served approximately 400 meals and bunked over 200 responders per day. On average, the base served 250 meals and bunked 125 responders. He thanked them for allowing him to be deployed, it was a humbling experience.

(b) Brush fires: In the months of September and October, there were 24 brush fires in the county. The majority of the fires occurred in the National Forest. The largest was the Dick's Creek fire burning 374 acres and the Moses Creek fire that was close to 100 acres. They have had additional small brush fires throughout the county. The Commissioner of Agriculture or the Governor were the only ones that could issue a burning ban. At that time, they were not going to enact a burning ban.

Through the Fire Code in Section 307.1.1, the county could prohibit open burning. This would cover 100 feet from a structure. Further than 100 feet from a structure would fall on the Forest Service. If the county prohibits burning, the Forest Service would still issue burning permits because there was no statewide burning ban. Surrounding counties were also dealing with the same issue. The county would also work on public service announcements regarding the issue.

(c) Gas pipeline explosion: There was another explosion at the Colonial Pipeline and they were unsure when it would be repaired. Shortages were already being seen across the county. There was a county fuel plan in place that Mr. Adams could enact, when and if necessary.

Informational item only.

(11) HOLIDAY CALENDAR 2017: As stated in the personnel policy, Mr. Adams presented the 2017 Holiday Calendar for approval.

2017 HOLIDAY SCHEDULE		
Holiday	Observance Date	Day of Week
New Year's Day	January 2	Monday
Martin Luther King	January 16	Monday
Good Friday	April 14	Friday
Memorial Day	May 29	Monday
Independence Day	July 4	Tuesday
Labor Day	September 4	Monday
Veteran's Day	November 10	Friday
Thanksgiving	November 23, 24	Thursday, Friday
Christmas	December 25, 26, 27	Mon, Tues, Wed

Motion: *Commissioner Jones moved to approve the 2017 Holiday Calendar. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(12) COMPREHENSIVE TRANSPORTATION PLAN: Michael Poston, Planning Director, stated that in September of 2014, the Transportation Planning Branch of the North Carolina Department of Transportation (NCDOT) and Jackson County initiated a study to cooperatively develop the Jackson County Comprehensive Transportation Plan (CTP), which includes the towns of Sylva, Dillsboro, Webster and Forest Hills.

The CTP was a long-range planning document that represents a community consensus on the future transportation needs to support anticipated growth and development over a 25 to 30 year time frame. The planning process includes input from a local steering committee that develops a vision for how and where the county will grow. Projected growth rates in population and employment are used to analyze future transportation needs and determine if the existing transportation network was adequate for carrying future traffic or if improvements are needed. When the volume of traffic on a roadway exceeds its capacity, the roadway was determined to be "deficient".

NCDOT will analyze the county's existing and anticipated roadway deficiencies using two methods: a travel demand model in the more urban areas and a trend line analysis in the more rural areas. The travel demand model will replicate travel patterns on the existing transportation system (base year 2012) as well as projected travel patterns for 2040. Additionally, travel demand models require a broad range of socio-economic input data such as population and employment. For the more rural areas, projections will be based on trend line analysis of Annual Average Daily Traffic (AADT) from 1993 to 2014.

The CTP Steering Committee had been meeting monthly for almost two years and had worked with NCDOT to estimate population growth, economic development potential and land use trends to determine the potential impacts on the future transportation system in 2040. Below is a description of the methodology used in the analysis, as agreed upon by the CTP Steering Committee:

(a) Population: The 2012 population of the county was determined to be 40,622 (including WCU students), based on information from North Carolina Office of State Budget and Management (OSBM). The 2040 population was projected by analyzing available forecast from the OSBM. An annual growth rate of 0.57% was used to project the data to the 2040 population estimate of 47,271.

The CTP Steering Committee identified areas in the county that would experience growth rates higher and lower than the county average. These are displayed on a map titled “Future Population Growth Map”. The areas in the category “Medium” are those areas expected to grow at the same rate as the county average. Please note that areas that are almost fully developed may show a growth rate of “Low” because there was not much potential for future growth.

(b) Employment: The 2012 employment totals were based on North Carolina Department of Commerce data and employee locations based on information provided by 2010 InfoUSA. After review by the CTP Steering Committee, the 2012 employment total was determined to be 15,980.

Future employment conditions within the county were obtained from the CTP Steering Committee input and discussions. This included approximate locations and intensity for proposed employment centers. Any anticipated heavy demand on the future transportation system as a result of the proposals will be accounted for in projected traffic volumes. An annual growth rate of 1.38% was used to project employment data from 2013 to 2014 giving a total projected employment of 23,408 in 2040.

Areas of expected higher employment growth and traffic growth are identified on a map titled “Future Employment Growth Map”. The areas in category “Medium” are those areas expected to grow at the same rate as the county average.

CTP Estimates	2012	2040
Population	40,622	47,271
Employment	15,980	23,408

The CTP Steering Committee approved the growth projections and the methodology used to determine them. The next step was to obtain approval from the county and town boards.

Motion: *Commissioner Deitz moved to accept the growth projections, as shown on the presented maps and to be in general agreement with the methodology used to determine them. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(13) TRANSIT PROGRAM GRANT 5310 DESIGNEE CERTIFICATION RESOLUTION (R16-27): Ms. Baker presented a resolution authorizing the county manager to execute and file an application for federal assistance on behalf of the county with the state.

Motion: *Commissioner Elders moved to adopt Resolution R16-27. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(14) TRANSIT PROGRAM GRANT 5311 DESIGNEE CERTIFICATION RESOLUTION (R16-28): Ms. Baker presented a resolution authorizing the county manager to execute and file an application for federal assistance on behalf of the county with the state.

Motion: *Commissioner Jones moved to adopt Resolution R16-28. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(15) SOUTHWESTERN CHILD DEVELOPMENT COMMISSION BOARD OF DIRECTORS:

Motion: *Commissioner Jones moved to appoint Jennifer Abshire to serve as the Jackson County Representative on the Southwestern Child Development Commission. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(16) COMMUNITY ADVISORY COMMITTEE FOR LONG TERM CARE:

Motion: *Commissioner Elders moved to reappoint Joyce Brooks to serve another three year term on the Community Advisory Committee for Long Term Care, term to expire November 5, 2019. Commissioner Greene seconded the Motion. Motion carried by unanimous vote.*

(17) RECREATION AND PARKS ADVISORY BOARD:

Motion: *Commissioner Greene moved to reappoint Cindi Simmons, Fred Hinson and Allen Grant to serve additional three year terms on the Recreation and Parks Advisory Board, terms to expire November 4, 2019. Fred Hinson would no longer be the WCU representative, he would replace Bill Gross as the Cullowhee member. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(18) SOLID WASTE ADVISORY BOARD:

Motion: *Commissioner Greene moved to reappoint Betty Foti to serve another four year term on the Solid Waste Advisory Board, term to expire November 3, 2020. Commissioner Elders seconded the Motion. Motion carried by unanimous vote.*

(19) BOARD OF ADJUSTMENT: *Carry over.*

Commissioner Greene stated that she appreciated everyone that volunteered their time on all of the committees and boards. They were very important in order for the boards to function and it was wonderful that they were willing to serve.

(20) PRESS CONFERENCE: None.

(21) INFORMAL COMMENTS BY PUBLIC: Ralph Slaughter of Glenville requested that the Commissioners send a letter to Steve Troxler and the Governor requesting that a burning ban be put in place.

Chairman McMahan stated they would be glad to send the letter. On another note, he encouraged everyone to get out and vote in the upcoming election.

(22) CLOSED SESSION:

Motion: *Commissioner Greene moved that the Board go into closed session pursuant to one item for G.S.143-318.11(a)(6) Personnel. Commissioner Elders seconded the Motion. Motion carried.*

Chairman McMahan called the regular meeting back to order and stated no action was taken in closed session except the approval of the closed session minutes.

There being no further business, Commissioner Elders moved to adjourn the meeting. Commissioner Greene seconded the Motion. Motion carried and the meeting adjourned at 7:26 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Brian Thomas McMahan, Chairman