



TO: Wayne County Board of Commissioners

FROM: Craig Honeycutt, Wayne County Manager

DATE: February 8, 2022

SUBJECT: Board of Commissioners Meeting – February 15, 2022

The Appointment Committee of the Wayne County Board of Commissioners will meet on Tuesday, February 15, 2022 at 7:30 a.m. in Room 458 of the Wayne County Courthouse Annex, 224 E. Walnut Street, Goldsboro, North Carolina.

At 8:00 a.m., the Wayne County Board of Commissioners will meet for a briefing session and other matters in the Commissioners Meeting Room on the fourth floor of the Wayne County Courthouse Annex, located at 224 E. Walnut Street in Goldsboro, North Carolina.

The formal Wayne County Board of Commissioners meeting will begin at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, 224 E. Walnut Street, Goldsboro, North Carolina.

The public is invited to view the meeting livestream at www.waynegov.com.



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WAYNE COUNTY BOARD OF COMMISSIONERS AGENDA

February 15, 2022 – 9:00 A.M.

PLEASE SILENCE YOUR CELLPHONES

CALL TO ORDER – Chairman Joe Daughtery

INVOCATION – Commissioner Freeman Hardison, Jr.

PLEDGE OF ALLEGIANCE – Chairman Joe Daughtery

APPROVAL OF MINUTES – January 28, 2022 and February 1, 2022

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DISCUSSION/ADJUSTMENT OF AGENDA

SPECIAL PRESENTATIONS *Time Limit of 6 to 10 Minutes*

1. Motion to Approve the 2022 National FFA Week Proclamation.
2. Motion to Adopt Resolution #2022-5: A Resolution Requesting Acceleration of Construction Schedule of Projects R-5829 A & B Princeton Bypass and R-2553 B & C Kinston Bypass.

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UNFINISHED BUSINESS

1. Motion to Approve the Recommendation of the Wayne County Board of Commissioners Facilities Committee to instruct Moseley Architects to Proceed with the Schematic Design of the combined DSS/Health Department Building.

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CONSENT AGENDA

1. Budget Amendments
2. Motion to Approve the Lease of the Property located at 3173 S. US 13 Highway, Goldsboro, North Carolina, to David Rutledge, Jr. for a term of up to ten (10) years.
3. Motion to Approve Amendment #1 to Work Authorization #1– Apron Pavement Rehab at the Wayne Executive Jetport, pending final Division of Aviation approval, and appropriate Budget Amendment.
4. Motion to Approve Changes to the Wayne County Conflict of Interest Policy.

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COUNTY MANAGER'S REPORT

BOARD OF COMMISSIONERS COMMITTEE REPORTS

WORK SESSION WITH THE UNC SCHOOL OF GOVERNMENT

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ADJOURNMENT

DENOTES ACTION REQUESTED

NORTH CAROLINA

WAYNE COUNTY

The Wayne County Board of Commissioners met on Tuesday, February 1, 2022 at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, Goldsboro, North Carolina, after due notice thereof had been given.

Members present: Joe Daughtery, Chairman; George Wayne Aycock, Jr., Vice-Chairman; Barbara Aycock; Bevan Foster; Chris Gurley; Freeman Hardison, Jr.; and Antonio Williams.

Members absent: None

Briefing Session

During the scheduled briefing and prior to the regularly scheduled meeting, the Board of Commissioners held an advertised briefing session to discuss the items of business on the agenda.

The briefing began at 8:01 a.m. with County Manager Craig Honeycutt reviewing the agenda.

Finance Director Allison Speight reviewed the Budget Amendments and answered questions from the board.

Planning Director Berry Gray reviewed the final plat for Gracyn's Creek Subdivision, Section 3.

Recess the Board of Commissioners Meeting

At 8:12 a.m., Chairman Joe Daughtery recessed the meeting of the Board of Commissioners.

Call to Order

Chairman Joe Daughtery called the meeting of the Wayne County Board of Commissioners to order.

Invocation

Commissioner Freeman Hardison, Jr. gave the invocation.

Pledge of Allegiance

Commissioner Chris Gurley led the Board of Commissioners in the Pledge of Allegiance to the Flag of the United States of America.

Approval of Minutes

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the minutes of the January 18, 2022 regularly scheduled meeting of the Board of Commissioners

Discussion/Adjustment of Agenda

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved and authorized the agenda.

Motion to Approve 2022 Black History Month Proclamation

Commissioner Antonio Williams read the 2022 Black History Month Proclamation, attached hereto as Attachment A.

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved the 2022 Black History Month Proclamation.

Presentation on the 2022 Senior Games

Local Senior Games Coordinator Skylar Kelly gave a presentation on the 2022 Senior Games for Wayne County, attached hereto as Attachment B.

Presentation of the Annual Audit for Wayne County, FY 2021

Danna Layne and Paul Nunn of Nunn, Brashear, & Uzzell presented the Annual Audit for Wayne County, FY 2021, attached hereto as Attachment C.

Chairman Joe Daughtery asked for clarification on moving certain revenues (ARP funding) and the reserves increasing by \$24 million. Mrs. Layne stated the over collection of sales and use tax, CARES funding, and property tax increases attributed to those numbers.

Commissioner Bevan Foster asked questions about the big jump in revenue and Finance Director Allison Speight explained further on the effect COVID-19 had on sales tax, particularly on conservative estimates based on the State's recommendations.

Commissioner Chris Gurley asked for clarification on reports not being filed timely, specifically that it was an entity within the County government and not the County of Wayne.

Chairman Joe Daughtery asked where the General Fund Balance (GFB) recommendation comes from and Mrs. Layne stated the Local Government Commission. She said the GFB should be between 20% and 39%; the County's is currently 47.35%.

Commissioner Barbara Aycock asked for an explanation of GFB fluctuation for the past two years and Mrs. Layne and Chairman Daughtery explained GFB monies were used to upfront projects and when loans were secured for those projects, the funding was returned to the GFB.

The Board discussed the water and sewer fund, with questions regarding whether it was truly a proprietary fund or enterprise fund. Commissioner Chris Gurley discussed the County having to raise rates when the City of Goldsboro raises theirs, as the County's rates are contingent on the City's. Mrs. Layne suggested County management contact the Local Government Commission to discuss the possibility of changing the fund to an enterprise fund.

Mrs. Layne shared the three issues that needed to be responded to in the Unit Response Letter.

- Sewer and Water fund
- Audit Report on time
- Departmental Operations – Register of Deeds/significant deficiency

Mrs. Layne explained the Audit Report was granted an extension due to the implementation of a new finance software program for the County and the unexpected hundreds of hours in training between the Finance Department and Register of Deeds (ROD). She stated the significant deficiencies with the Register of Deeds Office included segregation of dues; rules of procedure in place but not being followed; payments to the State not being timely.

Commissioner Bevan Foster stated the ROD was not the only reason the audit was late and he did not like the way it was presented. He stated there were problems across the County departments with the Finance software. Mrs. Layne and Mrs. Speight explained there was no issue with the software program, instead the hundreds of hours spent training the ROD and staff contributed to the delayed Audit Report. Additionally, Mrs. Speight stated the report would not have been delayed with just new software implementation. Mr. Foster stated 90% of the

problem was due to the new software system and Mrs. Speight stated that was not the case. She and Mrs. Layne said they were simply stating the facts of the audit findings.

Chairman Joe Daughtery stated no other departments had issues and Finance Director Allison Speight concurred. Mr. Daughtery said hundreds of hours were spent training in the ROD office and he reviewed the corrective action and remedies taken by the County to lessen the issues with the ROD. He also discussed responsibilities of the office and a lack of control.

Commissioner Bevan Foster said the ROD was also short-staffed and County Manager Craig Honeycutt discussed the number of turnovers in the office. Commissioner Chris Gurley asked if exit interviews were being done when employees leave the office and Mr. Honeycutt stated they were.

Chairman Joe Daughtery stated the Board of Commissioners has concerns anytime the audit has findings and the issues needed to be addressed to avoid being on the Local Government Commission's radar. He asked Mrs. Layne regarding Policies and Procedures in the ROD and stated segregation of duties was the most important issue.

Commissioner Antonio Williams thanked Mr. Nunn and Mrs. Layne for their presentation and said the GFB should be noted, as that is not generally seen in government.

Upon motion of Vice-Chairman George Wayne Aycock, Jr., the Board of Commissioners unanimously approved the Annual Audit for Wayne County, FY 2021.

Motion to Approve Amendment to the Wayne County Board of Commissioners Rules and Procedures and Public Comment Policy

Commissioner Chris Gurley reviewed the proposed changes to the Wayne County Board of Commissioners Public Comment Policy, as recommended by the Commissioners working group, attached hereto as Attachment D.

Commissioner Bevan Foster stated Public Comments previously occurred at every meeting with a four (4) minute time limit. He moved to amend the motion to add Public Comments to every meeting.

Commissioner Antonio Williams stated when Chairman Joe Daughtery was elected, he discussed the public having the opportunity to speak being important.

Upon motion of Commissioner Bevan Foster, to change 3(b) under the Public Comments Policy, the Board of Commissioners failed to approve the amendment to the motion by a vote of three (3) to four (4), with B. Aycock, B. Foster, and A. Williams voting in favor of the amendment.

Upon motion of Commissioner Chris Gurley, the Board of Commissioners unanimously approved the Amendments to the Wayne County Board of Commissioners Public Comment Policy, as presented.

Commissioner Chris Gurley and Staff Attorney Andrew Neal reviewed the proposed changes to the Wayne County Board of Commissioners Rules and Procedures, as recommended by the Commissioners working group, attached hereto as Attachment E. Mr. Neal explained the proposed changes in remote/electronic meetings.

Commissioner Antonio Williams made a motion to add the time of thirty (30) minutes to Section 25 under the Rules and Procedures.

Commissioner Bevan Foster discussed his concerns over the 6-10 minute time limit for Special Presentations.

Mr. Williams stated the criteria of financial/County matters was added to allow for presentations such as the audit findings earlier. Mr. Foster stated it was not County matters, but rather financial, as is stated.

County Attorney E. B. Borden Parker stated the Board of Commissioners should not limit a Public Hearing to 30 minutes. Commissioner Antonio Williams withdrew his amendment. Mr. Foster said the County should still be careful and not show bias during certain moments.

Chairman Joe Daugherty called for the vote and Mr. Foster stated he was speaking and not done. He stated changes were not made until the ROD was elected and now the County is having legal issues. He then stated, "Can't say I didn't tell you."

Upon motion of Commissioner Chris Gurley, the Board of Commissioners approved the Amendments to the Wayne County Board of Commissioners Rules of Procedure, as presented, by a vote of five (5) for and two (2) against. Voting against the motion were Commissioner Bevan Foster and Commissioner Antonio Williams.

Motion to Appoint to the Eureka Planning Commission

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the appointments of Clara Sauls, Jesse Chase, Phil Yelverton, Dwight Jones, and Ed Spence to the Eureka Planning Commission.

Motion to Appoint Mr. Chris Wise to the Wayne Health Corporation Board of Directors

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the appointment of Mr. Chris Wise to the Wayne Health Corporation Board of Directors, filling the unexpired term of William Pate.

Motion to Reappoint Mr. Tommy Gibson, Dr. Rick Sessions and Dr. Stephen Lies to the Wayne County Board of Health

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the reappointments of Mr. Tommy Gibson, Dr. Rick Sessions and Dr. Stephen Lies to the Wayne County Board of Health.

Motion to Appoint Jessica Pope to the Southern Wayne Sanitary District Board

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the appointment of Ms. Jessica Pope to the Southern Wayne Sanitary District Board, filling the unexpired term of Mr. Gary Scott, as recommended by the Southern Wayne Sanitary District Board.

Motion to Reappoint Ethel Sampson to the Wayne County Adult Care Home Community Advisory Committee

Upon motion of Commissioner Freeman Hardison, Jr., the Board of Commissioners unanimously approved the reappointment of Ethel Sampson to the Wayne County Adult Care Home Community Advisory Committee.

Consent Agenda

Upon motion of Commissioner Antonio Williams, the Board of Commissioners unanimously approved and authorized the following items under the consent agenda:

1. Budget Amendments
 - a. Sheriff's Office - #231
 - b. DSS - #254
 - c. Jetport - #255
 - d. Animal Control - #256
 - e. Facilities - #257
2. Motion to Approve the Sale of Surplus Property at 204 W. Ward Street, Fremont, North Carolina, jointly owned with the County of Wayne and the Town of Fremont, as requested by the Town of Fremont, attached hereto as Attachment F.
3. Motion to Approve Gracyns Creek Subdivision, Section 3 Final Plat, as recommended by the Wayne County Planning Board, attached hereto as Attachment G.

4. Motion to Adopt Resolution #2022-3: A Resolution Supporting the request for North Carolina Department of Transportation Statewide Project Funds for Street Improvements in ParkEast Industrial Park, attached hereto as Attachment H.

Public Comments

No one signed up for Public Comments.

County Manager's Report

County Manager Craig Honeycutt read a press release from Public Information Officer Joel Gillie on N95 mask distribution, but stated the press release was now outdated, as all masks were give out at all locations earlier in the day. He said the County is ordering as many as they can to continue distributing.

Mr. Honeycutt thanked the Board for the Goals Retreat on Friday and said it went well. He expressed his appreciation for Congressman Butterfield, Representative Raymond Smith, and other special guests for attending. He stated the first quarterly meeting, one of the goals discussed at the retreat, was scheduled for March 1, 2022 at The Maxwell Center. Mr. Honeycutt said all municipalities and the Board of Education would be invited. He added the agenda is being worked on now, including having someone discuss asset inventory grants. Commissioner Freeman Hardison, Jr. asked those attending from the municipalities to know their priorities and be prepared to discuss that with the Board.

Mr. Honeycutt also said an announcement was forthcoming for the new director of Travel and Tourism, and reminded the Board he would be at a conference for the rest of the week in Winston Salem.

Board of Commissioners Committee Reports

Commissioner Antonio Williams thanked everyone for attending the retreat and said he thought it was a lot of good information with those present thinking outside of the box. He thanked the Latino Council for good information regarding the Latino community having vaccination issues, and discussed the Library presentation from the retreat.

Commissioner Bevan Foster had no comment.

Commissioner Barbara Aycock thanked the staff for putting together the retreat and said she thought it was very informative. She said she appreciates the municipalities meeting and hopes the towns will see it as a positive move and attend.

Mrs. Aycock also thanked everyone for being there for her during the recent loss of her husband.

Commissioner Chris Gurley commented on the amount of information discussed at the Goals Retreat, including several infrastructure issues that will dictate the future of the County. He said with highway issues, the funds are not there for everything and projects are being chosen. He stated he hoped the County would implement a plan for sewer issues, as it impacts economic development and a long-term plan is needed.

Vice-Chairman George Wayne Aycock, Jr. said he attended an event at Deacon Jones and shared the company has over 500 employees. He stated Dr. Pfeiffer was doing a great job at Wayne Community College and said she is very hands on and gets along well with staff. Mr. Aycock said he attended the funeral of Chief Willard Herring, the former Fire Chief for the City of Goldsboro. He also stated the goals set by the Board at the retreat are reachable.

Chairman Joe Daughtery discussed a work session scheduled for February 15, 2022 with the School of Government and thanked the staff and Board for a really good Goals Retreat.

Adjournment

At 10:54 a.m. Chairman Joe Daughtery adjourned the meeting of the Wayne County Board of Commissioners.

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners

NORTH CAROLINA

WAYNE COUNTY

The Wayne County Board of Commissioners met on Thursday, January 28, 2022 at 8:00 a.m. in the Rooms D and F of The Maxwell Center, 3114-A Wayne Memorial Drive, Goldsboro, North Carolina, after due notice thereof had been given.

Members present: Barbara Aycock; George Wayne Aycock, Jr.; Joe Daughtery; Chris Gurley; Freeman Hardison, Jr.; and Antonio Williams.

Members absent: Bevan Foster

Others present: Congressman G.K. Butterfield; Adam Caldwell from Senator Thom Tillis's Office; Janet Bradbury from Senator Richard Burr's office; Representative Raymond Smith, Jr.; County Manager Craig Honeycutt; Assistant County Manager Chip Crumpler; County Attorney E. B. Borden Parker; Staff Attorney Andrew Neal; Human Resources Director Ginger Moore; Finance Director Allison Speight; Planning Director Berry Gray; Wayne County Development Alliance President Mark Pope; Facilities Director Kendall Lee; IT Director Ryan Preble; Mr. Charles Wright; Mr. Charles Brown; Assistant Clerk Kayla Whitley; and Clerk to the Board Carol Bowden.

Call to Order

Chairman Joe Daughtery called the meeting of the Wayne County Board of Commissioners to order.

Discussion of Federal Goals

Chairman Joe Daughtery welcomed the state and federal representatives and special guests. Representative Raymond Smith, Jr. spoke of how important this type of meeting was between local and state government.

Chairman Daughtery recognized Congressman Butterfield for his years of service, as he has announced his retirement this year, and those in attendance gave him a standing ovation. Congressman Butterfield said open communication and meeting such as the retreat were important. He shared stories of his experiences as a judge and the Wayne County courthouse, as well as discussing the federal budget and national debt.

Chairman Daughtery began the discussion by reviewing the federal goals, attached hereto as Attachment A. Vice-Chairman George Wayne Aycock, Jr. and Commissioner Chris Gurley discussed **specific road improvements**, particularly the completion of I-795. Congressman Butterfield said the money to fix transportation issues is in the pipeline.

Chairman Daughtery reviewed the **regional sewer needs** and Commissioner Gurley discussed the benefits of a regional system, including saving farmland and increasing property values. Mr. Adam Caldwell discussed the savings in a regional system through service costs. Chairman Daughtery asked the representatives for assistance with a feasibility study. Representative Smith stated the North Carolina Department of Environmental Quality (DEQ) has funds available and training sessions scheduled in Raleigh on February 28, 2022.

Chairman Daughtery shared the need for **assistance in exempting the Goldsboro Business Campus from archeological review** by the State Historic Preservation Office due to the discovery of some Civil War items. Wayne County Development Alliance President Mark Pope shared the background and County Attorney E. B. Borden Parker stated the County did not ask for the study that ultimately stopped the project.

Chairman Daughtery opened discussion about the **Mount Olive sewer issues**. Mr. Caldwell said the matter is a state issue and Representative Smith said grant funding is available, but it needs to go through a process. He stated he could possibly expedite the matter. Commissioner Freeman Hardison, Jr. said he has asked representatives from Mount Olive to present to the Board of Commissioners but he feels they aren't willing to share their issues. He

stated it is a slow process and the moratorium currently in place is expected to remain until 2026. Congressman Butterfield said the County needs to reach out to the USDA Office of Rural Development. He said it's a big secret with billions of dollars available, but the problem is counties and municipalities are required to provide a match in funding. He said Reginald Speight is the director. Commissioner Barbara Aycock discussed the Sewer issues in Eureka and Fremont as well.

9:23 A.M. Congressman Butterfield left the meeting

Discussion of State Goals

Chairman Daughtery began the discussion of State Goals, attached hereto as Attachment B, with the **¼ cent sales tax issue**. He shared the current taxpayer burden on property owners and stated the change in legislation would help counties and consumers are already paying the extra ¼ cent. County Manager Craig Honeycutt discussed the current school needs and stated they were verifiable needs, not wants.

Chairman Daughtery began the discussion on the **expansion of broadband** in the County, including the review of state statutes preventing counties from investing in broadband. Daughtery stated Open Broadband needs \$3 million to expand throughout Wayne County, and Staff Attorney Andrew Neal explained the issues with the current legislation and what language is needed to allow for expansion. Representative Smith asked Mr. Neal to send him the language and the statute referenced. Discussion included the impacts of broadband needs due to COVID-19.

9:40 A.M. Representative Raymond Smith, Jr. left the meeting

Update by Wayne County Development Alliance (WCDA) President Mark Pope

WCDA President and North Carolina Global TransPark (GTP) Economic Development Region Senior Vice President Mark Pope shared the history of creating the GTP, including funding from existing industries and new investors. Mr. Pope said they have made thirteen (13) announcements, created 1,759 jobs, for a total of \$141.5 million in investments. He announced two new companies (Amazon and a car parts company) going to Lenoir County and stated three (3) announcements would be announced by February 15th for Wayne County.

Chairman Daughtery discussed the limited park availability, given a moratorium in Mount Olive and Goldsboro Business Campus (GBC) currently not usable, leaving only ParkEast as an option for new companies. Mr. Pope stated one or two shell buildings and a pad-ready site would enhance the County's options with companies searching for a location. Mr. Pope did say an RFP would be going out soon for the GBC. Daughtery stated the City of Goldsboro has reservations on permitting for the GBC due to the sewer capacity being 87%. He asked Mr. Parker and Mr. Neal if the agreement for the GBC with the City was in writing and both said it was.

Mr. Neal reviewed the details of the agreement and stated it was the City's responsibility to make it work. He said the bigger issue is going to be the back portion and whether or not it is jurisdictional under the clean water act. Mr. Pope stated the ditches, which would be jurisdictional, have been taken out of the development plan, and Mr. Daughtery stated that should remove the need for an archeological study. Commissioner Barbara Aycock stated at 87%, the City of Goldsboro could be placed under a moratorium eventually. The Board then discussed the \$22 million grant and Project Butter, which included upgrades along Ash Street. Mr. Daughtery said the County should pressure the City of Goldsboro to get grants to improve I&I and replace sewer lines.

Presentation of 2021 Goals with Action Items

County Manager Craig Honeycutt presented the goals from 2021, attached hereto as Attachment C, and reviewed the action items for each.

Recess the Board of Commissioners Meeting

At 10:07 a.m., Chairman Joe Daughtery recessed the meeting of the Board of Commissioners.

Reconvene the Board of Commissioners Meeting

At 10:20 a.m., Chairman Joe Daughtery reconvened the meeting of the Board of Commissioners.

Continued Discussion of Goldsboro Business Campus (GBC)

Mr. Charles Brown of Withers Ravenel stated the agreement was in place with the City of Goldsboro for infrastructure (water and sewer) and Chairman Daughtery stated a grant was in place to help the City with the cost of said infrastructure. Mr. Brown said a quote was being submitted to the state today and confidence was high for approval. He said the bid documents opening has been placed on the calendar.

Chairman Daughtery asked, if the ditches have been removed from the plan and are no longer covered by the Clean Water Act, why does the County still have to deal with an archaeological issue. Mr. Brown said the County is no longer dealing with it but Mr. Neal said it is still jurisdictional per his understanding. Mr. Brown said he would get the answer verified and Mr. Parker asked him to get it in writing. Vice-Chairman Aycock said artifacts were not found in the area being used and Mr. Brown stated the County still has to go through the process when federal funding is involved.

Chairman Daughtery said the County needed to ask the Bryans for an extension and Mr. Brown stated Phase One was ready to go. Mr. Parker reminded the Board, the County does not own the land, but simply has an option.

Discussion of Current Proposed Goals

Chairman Joe Daughtery began the discussion of the proposed Goals for 2022, consolidated from the lists sent in by the Board, and attached hereto as Attachment D.

Scheduled meetings with municipalities was discussed and Commissioner Barbara Aycock stated it was important to have the Board of Commissioners and County Manager involved. Commissioner Hardison said there was a disconnect between the County and towns and he felt a meeting on a regular basis was needed. A discussion of having quarterly meetings continued with Mr. Gurley stating the importance regarding growth, revenue, and land use issues.

Mr. Honeycutt stated he would set up quarterly meetings at The Maxwell Center following regular Board of Commissioners meetings. Mrs. Aycock asked that town administrators include their goals; Mr. Hardison asked to include a grant workshop.

Annual Award to a Wayne County citizen making significant contributions to improve Wayne County was discussed. Mr. Honeycutt asked if multiple awards should be considered for youth, seniors, nonprofits, etc. Mr. Hardison stated he disagreed with the award. Mr. Williams stated he felt a committee should be formed to handle this and Mr. Honeycutt said he would use his County Manager listserv to help with criteria and ideas.

County Manager's Annual Award to a Department Manager making the most improvements in efficiency of their department was discussed. Possibly including a monetary award, as private companies often do, would help with retention.

Study to improve each Department's Operations to improve efficiency and minimize positions, while improving delivery of services was discussed, including a better use of technology. Mr. Daughtery stated this was important due to a labor shortage and expanded on the Department of Social Services and Health Department upgrading technology to maximize services.

A discussion on pay grades studies for departments not previously addressed was next on the agenda and Mr. Honeycutt discussed departments whose studies have already been completed and some of the smaller departments in need of a study. He shared the difficulties in filling positions due to pay issues and said in-house studies could be done for smaller departments, versus using a consultant.

Possibly hiring an in-house engineer or architect was discussed and Mr. Gurley stated one engineer would not fill all the spots, but retaining a firm may be possible. Assistant County Manager Chip Crumpler said a firm on-call would work best, particularly as the County cannot use an engineer on staff to design capital projects. Mr. Daughtery shared over \$4 million has been spent on architects and over \$2 million on engineers for recent projects. Mr. Gurley stated there was no one to oversee the projects and Mr. Honeycutt concurred there was no one staff member who could make certain the projects were being done correctly.

The goal of Jail/DSS/Health facilities was removed from the list, as all projects have begun.

A Summer Youth Program was proposed with Mr. Williams discussing the benefits and partnerships. He shows a YouTube video on a youth employment program in Escambia County, Florida. Mr. Williams asked if this would work from a Human Resources perspective and Human Resources Director Ginger Moore said it would grow citizen involvement and she was in favor of exploring the program. Mr. Williams stated DSS has a "Tap Grant" available that pays for summer employment. Mr. Charles Brown said his church set aside funding to help youth and all ages from Mount Olive find summer employment. Mr. Brown stated 36 different languages were spoken in Mount Olive and 24 different languages were spoken in the Wayne County Public Schools system. Mr. Gurley asked Mrs. Moore for the age requirements for wages in Wayne County.

Hiring a grant writer was discussed and Mr. Williams stated with an influx of ARP funding, a grant writer would benefit all departments, while potentially gaining enough grants to pay for the position itself. He asked Mr. Charles Wright to speak. Mr. Wright stated he had experience in writing grants and explained the process.

A Digital Library for District 2 was brought up and Mr. Williams presented his reasoning for a Dudley area library. He played a video for Biblio Tech Public Library.

A Storm Water Management Plan and Stoney Creek Watershed project was discussed with Commissioner Chris Gurley said work had begun with the Army Corps of Engineers (COE) on a study and implementation of a plan, including building a reservoir for recreation and drinking water. He said Representative John R. Bell, IV has a plan in place for the Stoney Creek project to help with flooding. Mr. Brown said a 1966-67 COE plan proposed multiple reservoirs starting at Falls Lake, and the price to complete the project was \$22 million at the time. No part of the project was completed.

The proposed goal of a working group with the Board of Education was discussed and included the current working group and status of relationship between the boards. Mr. Williams stated Brogden Primary, Mount Olive Middle, Norwayne, and Brogden Middle were the oldest schools in the district. He said he hoped the Board of Commissioners would see all the needs, as these schools are in bad shape. Mr. Daughtery said it seemed as though the Board of Education is moving in that direction. Mr. Gurley said decisions should be made for the entire County, not just one district. Mr. Williams stated there were needs in all areas. Mr. Daughtery said the restrictions on 'Needs Based Grants' had been lifted so the schools could reapply for other projects.

The Grantham EMS station was briefly discussed and the County is waiting on the survey, per Mr. Honeycutt.

In discussion regarding the need for an **EMS station at Rosewood**, Mr. Gurley asked the Board to talk about one in the Belfast area as well. Facilities Director Kendall Lee stated EMS Director Dave Cuddeback had asked for the matter to be addressed, as the building needs

repairs and needs to be separate from the fire station. Mr. Gurley stated Belfast Fire Department keeps up both sides of their building.

A minimum fund balance of up to 30% was discussed and Mr. Honeycutt said the presentation of the audit on February 1st would check that box.

Replacing the roof on the administrative building was removed from the goals list, as Facilities Director Kendall Lee has included that item in his CIP.

Discussion of a storage area for Facilities was briefly discussed.

Recess the Board of Commissioners Meeting

At 11:51 a.m., Chairman Joe Daughtery recessed the meeting of the Board of Commissioners.

Reconvene the Board of Commissioners Meeting

At 12:42 p.m., Chairman Joe Daughtery reconvened the meeting of the Board of Commissioners.

Continued Discussion of Current Proposed Goals

Chairman Joe Daughtery discussed the **sewer concerns** as a goal presented by the majority of the Board. Vice-Chairman George Wayne Aycock, Jr. clarified the water districts were actually sanitary districts, and should be involved in discussions and plans. Mr. Gurley agreed with Mr. Aycock. A discussion of formulating two plans, one for regional and one for local sewer improvements, as well as securing grants continued.

Discussion of School District seating availability included a look at planned development. Mr. Gurley stated commercial, industrial, and residential growth needed to be considered and expressed his concerns over requirements to provide services outweighing resources. He stated growth was not always good and demand would continue to broaden.

Review of Proposed Goals List

The Board removed the following from their proposed lists:

- Commissioners attending meetings around town.
- Complete the Jail/DSS/HD facilities.
- Explore an in-house engineer or architect.
- Finalize the Grantham EMS building.
- Consider an EMS station in Rosewood.
- Maintain a minimum fund balance of up to 30%.
- Replace the roof on the Administration Building.
- Look into development clusters versus school seating.
- Partner with the City to develop a Neuse River park.

The Board added the following to their proposed lists:

- EMS truck added to Belfast Volunteer Fire Department.

Discussion of Proposed Park on the Neuse River

Chairman Joe Daughtery shared information on Wildwood Park in Greenville, attached hereto as Attachment E. He stated the County owns acreage from buyouts and the Clean Water Trust, including an area with a boat ramp.

Update on Capital Projects

Facilities Director Kendall Lee and Special Projects Director Ryan Preble provided a presentation on current Capital Projects, attached hereto as Attachment F. Mr. Lee said the DSS/HD building has been cut down to just shy of 79,000sf, with a suggest site on the

Clingman Street property near the Emergency Operations Center (EOC). He said each department has its own wing to optimize future expansion but both departments would share conference space and a reception area. Mr. Daughtery, Mr. Aycock, and Mr. Gurley discussed the modular divider walls they viewed at Atlantic Casualty and asked about their functionality with these departments. Mr. Preble stated there would be flex space for each department and shared Moseley Architects' final cost of \$31,503,745. Mr. Daughtery asked Mr. Preble to reach out to GIS Mapping Director Julio Garrido for site layout. Mr. Preble stated the project should be completed in November 2023.

Mr. Lee stated the jail project was scaled down as well and he was waiting on the RFP to go out. He explained the addition of a new loading dock and said the new total of beds would be 441. He said the architects tried to reconfigure the medical services and he stopped that plan. The Board and staff discussed male versus female areas and Mr. Preble stated the project would be completed in August of 2024.

Presentation on Library Facilities Study

Library Director Donna Phillips and Assistant Megan Wilson presented the Library Facilities study, attached hereto as Attachment G. Discussion included the process of the study and including the public, and County Manager Craig Honeycutt gave a synopsis of the study. Mrs. Phillips stated the current estimate for a northern-area library was \$5.4 million. She was tasked with establishing a northern library coalition, as was done with the Steele Memorial Library, to raise funds. Mr. Williams praised Mrs. Phillips for her presentation and asked her to be on his team to get a library for the Dudley area.

Discussion on consolidation of DSS/Health Departments

County Attorney E. B. Borden Parker and Staff Attorney Andrew Neal provided handouts, attached hereto as Attachment H, and discussed issues regarding the State Personnel Act. Mr. Neal stated the employees, under consolidation, would be exempt from the State Act, and the County policy would need to be reviewed and amended. He stated Human Resources would need to add staff and discussed the overall cost of the consolidation.

Mr. Honeycutt said it would be a lot of work if the Board wants to do it, as there are a lot of working parts. Mr. Daughtery asked him to have conversations with other counties and discuss the costs associated with privatization, as well as control of department heads. Mr. Honeycutt said today was the introduction, with further work and discussion needed.

Mr. Parker explained the expansive Boards associated with consolidated departments and Mr. Neal stated the County's Personnel Policy must be in accord with the State Personnel Act. He also stated, in reference to control of the department managers, that they could not simply be fired.

Consolidation of List of Goals

The following is the final list of proposed goals for 2022 and each Board member was asked to vote on their top 10 in order from most important to least:

1. SEWER: Develop long-term solution to County sewer issues, including Town of Mount Olive. Possibly bring water districts in as partners and form a water/sewer merged system. Consider Regional Sewer solution, ensure County Sewer System is paying for itself, and continue to reduce I & I.
2. Take a hard look at the numbers/perception. Growth is not always good; type of growth dictates the cost, i.e. law enforcement, DSS/Health Dept., EMS, Fires Service Schools, etc. Commercial/Industry vs. Residential Development vs. Services needed.
3. Discussion and next steps for exploring the merging of the DSS and Health Dept. into a consolidated Human Services Department.
4. Create a working group with the Board of Education, after completion of Fremont Elementary and Rosewood Middle School, to work together on other projects/needs (Southern /District Schools) (Good stewards of tax dollars – both Boards).
5. Storage area for the Facilities Department for safe storage.
6. Summer Youth Employment

7. Hire full-time Grant Writer
8. Involve our high school youth in local government. Develop a Youth Day for students to tag along with some managers for a workday.
9. Northern Library – focus on new Library and search for a grant to help with the project.
10. Digital Library for District 2.
11. Storm Water Management plan for design/construction of water management structure to alleviate potential flooding. Develop a reservoir for drinking water and recreation with development surrounding property. Also Stoney Creek watershed project to protect property values and infrastructure.
12. Quarterly Meetings with Municipalities
13. Annual Award to a Wayne County citizen making significant contributions to improve Wayne County.
14. County Manager's Annual Award to a Department Manager making the most improvements in efficiency of their department.
15. Authorize a study to improve every department's operation to improve efficiency and minimize positions while improving delivery of services. Better use of technology.
16. Look at Pay Grades for Departments not previously addressed.
17. Expand Broadband.
18. EMS truck to Belfast in Addition to QRV.

The Board is to return the list, with their votes, to Clerk to the Board Carol Bowden.

Adjournment

At 2:46 p.m. Chairman Joe Daughtery adjourned the meeting of the Wayne County Board of Commissioners.

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners

NATIONAL FFA WEEK PROCLAMATION

WHEREAS, FFA and agricultural education provide a strong foundation for the youth of America and the future of food, fiber and natural resources systems; and

WHEREAS, FFA promotes premier leadership, personal growth and career success among its members; and

WHEREAS, agricultural education and FFA ensure a steady supply of young professionals to meet the growing needs in the science, business and technology of agriculture; and

WHEREAS, the FFA motto —“Learning to Do, Doing to Learn, Earning to Live, Living to Serve” — gives direction and purpose to these students who take an active role in succeeding in agricultural education; and

WHEREAS, FFA promotes citizenship, volunteerism, patriotism and cooperation.

THEREFORE, we do hereby designate the week of February 19-26, 2022, as National FFA Week.

Joe Daughtery, Chairman

ATTEST:

Carol Bowden, Clerk

NORTH CAROLINA

WAYNE COUNTY

**RESOLUTION #2022-5: A RESOLUTION REQUESTING ACCELERATION OF
CONSTRUCTION SCHEDULE OF PROJECTS**

R-5829 A & B PRINCETON BYPASS AND R-2553 B & C KINSTON BYPASS

WHEREAS, the North Carolina Department of Transportation has identified and planned new route projects for Princeton Bypass in Johnston County and Kinston Bypass in Lenoir County; and

WHEREAS, both projects are scheduled for construction start in Post Years by STIP; and

WHEREAS, both projects are located within the Neuse River Basin and are subject to frequent and severe flooding; and

WHEREAS, the relatively flat terrain of eastern North Carolina slowed the fast moving waters coming from higher elevations causing a significant increase in both the depth and breadth of the Neuse River, from Smithfield in Johnson County through Kinston in Lenoir County, as the river reached record heights and overflowed its banks, inundating portions of U.S. Highway 70 with floodwater.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Wayne County supports the request of the U.S. 70 Corridor Commission of North Carolina, Inc. to the North Carolina Department of Transportation to accelerate the construction of planned Interstate 42 in Princeton and Kinston in order to minimize flooding of major travel routes to assure safe travel, promote commerce and encourage economic development in Eastern North Carolina.

Adopted this 15th day of February, 2022.

Joe Daughtery, Chairman
Wayne County Board of Commissioners

Attest:

Carol Bowden, Clerk to the Board
Wayne County Board of Commissioners

Carol Bowden

From: Craig Honeycutt
Sent: Tuesday, February 8, 2022 1:00 PM
To: Carol Bowden
Subject: FW: [External] - RE: bullet list for agenda

Craig F. Honeycutt
County Manager
Wayne County
224 E. Walnut Street
Goldsboro, NC 27530

W – 919-731-1435
F – 919-731-1446
C – 919-223-4885



From: Bennett, Josh <jbennett@moseleyarchitects.com>
Sent: Monday, February 7, 2022 5:18 PM
To: Craig Honeycutt <craig.honeycutt@waynegov.com>
Cc: Ryan Preble <ryan.preble@waynegov.com>; Kendall Lee <Kendall.Lee@waynegov.com>; Chip Crumpler <Chip.Crumpler@waynegov.com>
Subject: [External] - RE: bullet list for agenda

Craig,

Great to see you as well. Sorry I couldn't stick around for dinner. I'll look forward to catching up soon.

Here are the bullets. They are essentially in chronological order.

1. Reviewed the space needs assessment process with the departments.
2. Established space standards including standard office and workstation sizes based on job function.
3. Departments completed questionnaires which asked them to break down the function of each division, how they receive customers, file their paperwork, what their conferencing needs are, and documented their current staff positions as well as future positions.
4. Moseley and the County met with each Department and reviewed the needs of each division clarifying what were wants (items that aren't critical to their jobs), and what were the actual needs (If I don't have this I can't do my job) of each division in each department.

5. Compiled the space needs into a line by line spreadsheet identifying each space from the coat closet to the director's office as well as its size and quantity.
6. Reviewed spreadsheets with each department to confirm the needs.
7. Met to review space needs with departments to future confirm the needs based on department tours of similar facilities. This resulted in a net reduction in total required space.
8. Consolidated conferencing space for each department so conference rooms were shared between divisions.
9. Issued final space needs spreadsheet with the total estimated gross square footage.

How's that?

Josh

From: Craig Honeycutt <craig.honeycutt@waynegov.com>

Sent: Monday, February 7, 2022 10:37 AM

To: Bennett, Josh <jbennett@moseleyarchitects.com>

Cc: Ryan Preble <ryan.preble@waynegov.com>; Kendall Lee <Kendall.Lee@waynegov.com>; Chip Crumpler <Chip.Crumpler@waynegov.com>

Subject: bullet list for agenda

Josh,

Good to see you last week in WS – if possible – could you send me a short email to talk about how we got here to get to schematics and the work done with the departments, facilities committee and Mosely to get to a workable size and options to move forward?

Thanks.

Craig F. Honeycutt
County Manager
Wayne County
224 E. Walnut Street
Goldsboro, NC 27530

W – 919-731-1435

F – 919-731-1446

C – 919-223-4885



CAUTION

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Do not open any attachments or click on links unless you trust the sender or expecting this email.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

\$ 258

Department: Sheriff's Office
Approved By: Major Richard Lewis
Date: 1/24/2022

EXPENDITURE	Project	String	Description	Decrease	Increase
Code Number 1104310 526100			C. O. - Controlled Substance		34.31

REVENUE	Description	Increase	Decrease
Code Number 104310 331700 CtlSb	Controlled Substance Tax	\$ 34.31	
Totals		\$ 34.31	\$ 34.31

2. Reason(s) for the above request is/are as follows:

To record receipt of revenues for Controlled Substance Tax from the NC Department of Revenue

Endorsement

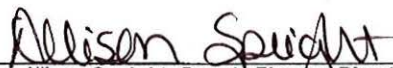
1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners


Department Head Signature


Allison Speight, County Finance Director
2022


Craig Heney, County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

Office of the Sheriff



SHERIFF
LARRY M. PIERCE

P.O. Box 1877
207 E. Chestnut St.
Goldsboro, NC 27533
(919) 731-1481 Office
(919) 731-1699 Fax

Date: 01/24/2022

To: Wayne County Board of Commissioners

From: Sheriff Larry M. Pierce

Richard C. Lewis for Sheriff Pierce Jan 24, 2022

Re: Budget Amendment Request

The purpose of this budget amendment is to record money received for the Controlled Substance Tax from the NC Department of Revenue. This tax is an excise tax on unauthorized controlled substances (marijuana, cocaine, etc.), illicit spirituous liquor ("moonshine"), mash, and illicit mixed beverages. The tax is due by an individual who possesses an unauthorized substance upon which the tax has not been paid, as evidenced by a stamp. After the tax is collected, the NCDOR disburses 75% to the local law enforcement agency that seized the controlled substance.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#263

Department: Finance
Approved By: Allison Speight
Date: 1/28/2022

EXPENDITURE Code Number	Project	String	Description	Decrease	Increase
1106111-532110			Telephone-IT		\$ 2,700.00

REVENUE Code Number	Description	Increase	Decrease
1106111-342025	Various other Reimbursements	\$ 2,700.00	
Totals		\$ 2,700.00	\$ 2,700.00

2. Reason(s) for the above request is/are as follows:
from Literacy for AT&T and Spectrum charges.

To anticipate and obligate various reimbursements

Endorsement
1. Forward, recommending approval/disapproval

Endorsement
2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners



Department Head Signature



Allison Speight, County Finance Director
2022



Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

MEMORANDUM

Date: January 28, 2022

TO: Wayne County Board of Commissioners

SUBJECT: Literacy

The attached budget amendment is to appropriate, allocate, and enter funds under the correct department received from Literacy. Literacy reimburses WC for Spectrum and AT&T expenditures.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#264

Department: Finance
Approved By: Allison Speight
Date: 1/28/2022

EXPENDITURE Code Number	Project	String	Description	Decrease	Increase
1104520-525100			Vehicle Supplies-Fuel/Diesel		\$ 3,200.00
1104520-532900			Other communications		\$ 2,902.00
1104200-532900			Other communications	\$ 2,902.00	
1104520-543100			Rental of Copier Equipment		\$ 1,800.00

REVENUE Code Number	Description	Increase	Decrease
1104520-342030	GWTA Reimbursements	\$ 5,000.00	
Totals		\$ 7,902.00	\$ 7,902.00

2. Reason(s) for the above request is/are as follows: To move the expenses for GWTA under the correct department. To anticipate and obligate reimbursement from GWTA for other communications (cell phones), fuel, and rental of copier equipment.

Endorsement
1. Forward, recommending approval/disapproval

Endorsement
2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Allison W. Speight
Department Head Signature

Allison W. Speight
Allison Speight, County Finance Director
1-28 2022
Craig Honeycutt
Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

MEMORANDUM

Date: January 28, 2022

TO: Wayne County Board of Commissioners

SUBJECT: GWTA Budget Amendment

The attached budget amendment is to appropriate, allocate, and enter funds under the correct department received from GWTA. GWTA reimburses WC for these expenditures.

GWTA used our fuel account to purchase fuel when there was a low supply of fuel available. This is to cover what has been used for the year.

GWTA uses our copier agreement to rent a copier and reimburses the expense quarterly. This will cover what has been expended and expected to be expended through the remainder of the year.

GWTA 5 smartphones were initially budgeted under Central Services. They are being moved under GWTA's department.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#278

Department: Literacy Connections
Approved By: Suzie Acree
Date: 1/31/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1106111 512100			Salaries & Wages		\$ 3,570.00
1106111 518000			FICA		\$ 220.00
1106111 518100			Medicare		\$ 50.00
1106111 518200			Retirement		\$ 410.00
1106111 518210			401K		\$ 72.00

REVENUE

Code Number	Description	Increase	Decrease
1106111 342025	Various Reimbursements	\$ 4,322.00	
Totals		\$ 4,322.00	\$ 4,322.00

2. Reason(s) for the above request is/are as follows:
from Literacy Connections for payroll expenses.

To appropriate and anticipate reimbursement

Endorsement

1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Suzie Acree
Department Head Signature

Allison W. Speight
Allison Speight, County Finance Director
2022

Craig Honeycutt
Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#276

Department: GWTA
Approved By: Don Willis
Date: 1/31/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1104520 512100			Salaries & Wages		\$ 2,400.00
1104520 518000			FICA		\$ 160.00
1104520 518100			Medicare		\$ 36.00
1104520 518200			Retirement		\$ 272.00
1104520 518210			401K		\$ 49.00

REVENUE

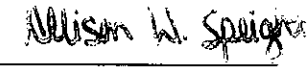
Code Number	Description	Increase	Decrease
1104520 342030	GWTA-Reimbursements	\$ 2,868.00	
Totals		\$ 2,868.00	\$ 2,868.00

2. Reason(s) for the above request is/are as follows:
from GWTA for payroll expenses.

To appropriate and anticipate reimbursement


Department Head Signature

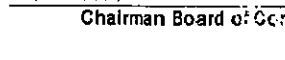
Endorsement
1. Forward, recommending approval/disapproval


Allison Speight, County Finance Director
2-3 2022

Endorsement
2. Forward, recommending approval/disapproval

Craig Honeycutt County Manager & Budget Officer
2022

3. Approval/Disapproval by Chairman Board of Commissioners


Chairman Board of Commissioners
2022

WAYNE COUNTY
FINANCE



WAYNE COUNTY
NORTH CAROLINA
Phone: (919) 731-1417
Fax (919) 731-1388

Memorandum

To: Wayne County Board of Commissioners
CC: Craig Honeycutt, County Manager
From: Allison Speight, Finance Director *AS*
Date: February 3, 2022
Re: BA #278

The County includes the employees of the Literacy Connections and the Director of GWTA in their payroll. Each of these organization reimburse the County for the costs associated with the salaries and fringes of these employees. Historically, this has all been budgeted and accounted for in expenditure line items. However, to provide greater accounting transparency, the County will reflect the reimbursements from these organizations as revenue to offset the associated salary expenditures.

If you have any questions, please do not hesitate to contact me. Thank you!

THE GOOD LIFE. GROWN HERE.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

\$280

Department: Library
Approved By: Donna Phillips
Date: 1/31/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1106110-562000	x2201	-Library -Salaries -SalReg	Regular Part Time Pay		\$ 29,077.00
1106110-56200	x2201	-Library -Salaries -FICA	Social Security-FICA		\$ 1,777.00
1106110-56200	x2201	-Library -Salaries -Medicare	Social Security-Medicare		\$ 416.00
1106110-56200	x2201	-Library -Salaries -Retirement	Retirement		\$ 2,906.00

REVENUE

Code Number	Description	Increase	Decrease
1106110-335000	X2201 - Local - P4C - FY21-22 Raising a Reader Grant	\$ 34,176.00	

Totals \$ 34,176.00 \$ 34,176.00

2. Reason(s) for the above request is/are as follows:

The purpose of this amendment is to allocate additional money for the Raising A Reader Grant for the 2021-2022 Fiscal Year with the appropriate project strings.

Endorsement

1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Department Head Signature

Allison W. Speight, County Finance Director
2022

Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

WAYNE COUNTY
PUBLIC LIBRARY

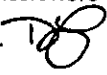


Phone: (919) 735-1824
Fax: (919) 731-2889

WAYNECOUNTY
NORTH CAROLINA

Memorandum

To: Wayne County Board of Commissioners

From: Donna Phillips, Library Director 

Date: 1/31/2022

Re: Budget Amendment

The purpose of this amendment is to allocate additional money received from The Partnership for Children of Wayne County, Inc. for the Raising A Reader Grant for the 2021-2022 Fiscal Year. The amended contract and budget are attached.

THE GOOD LIFE. GROWN HERE.

1001 E. ASH STREET
GOLDSBORO, NC 27530

AMENDMENT I
CONTRACT # FYE22-SS-RAR-1

This agreement amends the contract between The Partnership for Children of Wayne County, Inc. hereinafter referred to as the "Local Partnership," and the Wayne County Public Library, hereinafter referred to as the "Contractor." This Amendment is hereby effective on January 31, 2022.

As provided for under the terms of this Contract, the Local Partnership and the Contractor agree to amend the following provisions:

1. Reference Section 15A. "Responsibilities of the Local Partnership:" **Attachment II is being replaced by Attachment IIA.**
2. Reference Part 16A "Responsibilities of Contractor:" **Attachment II is being replaced by Attachment IIA**
2. Reference Section 18. "Amount of Payment:" The not-to-exceed amount is being increased by **\$34,176.00 from \$68,397.00 to \$102,573.00.**

All other terms and conditions as set forth in the original Contract document shall remain in effect for the duration of this Contract.

Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Amendment to the Contract.

In Witness Whereof, the Contractor and the Local Partnership have executed this Amendment in duplicate originals, with one original being retained by each Party.

By: Valerie Wallace
Valerie Wallace, Executive Director
The Partnership for Children of Wayne County, Inc.

Date: 1/26/22

By: Donna Phillips
Donna Phillips, Executive Director
Wayne County Public Library

Date: 1/27/22

ATTACHMENT IIA

Partnership for Children of Wayne County, Inc.		Fiscal Year 21-22	Amendment #:1	Revision #:
			Effective Date: 1/31/22	
Purpose/Service Code - 5512-222				
Activity: Raising a Reader		Smart Start Current Amount	Amount Changed	Smart Start New Amount
G/VA-33	Disposition	7/1/2021		1/31/2022
51XX	11) Personnel	\$50,534.00		\$84,710.00
52XX	12) Contracted Professional Services			
	13) Total Personnel/Contracted Services	\$50,534.00	\$34,176.00	\$84,710.00
531X	14) Office Supplies & Materials	\$2,026.00		\$2,026.00
538X	15) Service Related Supplies	\$4,000.00		\$4,000.00
	16) Total Supplies & Materials Costs	\$6,026.00	\$0.00	\$6,026.00
541X	17) Travel	\$1,340.00		\$1,340.00
542X	18) Communications & Postage	\$2,500.00		\$2,500.00
5430	19) Utilities	\$0.00		\$0.00
5440	20) Printing and Binding	\$500.00		\$500.00
5450	21) Repair and Maintenance	\$1,725.00		\$1,725.00
546X	22) Meeting/Conference Expense	\$600.00		\$600.00
5470	23) Employee Training (no travel)	\$250.00		\$250.00
5480	24) Advertising and Outreach	\$275.00		\$275.00
549X	25) Board Member Expense	\$0.00		\$0.00
	26) Total Non-Fixed Operation Expenses	\$7,190.00	\$0.00	\$7,190.00
5510	27) Office Rent (Land, Building, Etc.)	\$0.00		\$0.00
5520	28) Furniture Rental	\$0.00		\$0.00
5530	29) Equipment Rental (Phones, Computers, Etc.)	\$0.00		\$0.00
5540	30) Vehicle Rental	\$0.00		\$0.00
5550	31) Dues and Subscriptions	\$0.00		\$0.00
5560	32) Insurance & Bonding	\$0.00		\$0.00
5570	33) Book/Library Reference Materials	\$0.00		\$0.00
5580	34) Mortgage Interest and Bank Fees	\$0.00		\$0.00
5590	35) Other Expenses	\$0.00		\$0.00
	36) Total Fixed Charges & Other Expenses	\$0.00	\$0.00	\$0.00
5630	39) Furniture/Non-Computer Eqpt. \$500+ per item	\$0.00		\$0.00
5640	40) Computer Equipment/Printers \$500+ per item	\$1,500.00		\$1,500.00
5650	41) Furniture/Eqpt. Under \$500 per item	\$600.00		\$600.00
	42) Total Property & Equipment Outlay	\$2,100.00	\$0.00	\$2,100.00
61XX	43) Purchases of Services	\$0.00		\$0.00
62XX	44) Contracts with Service Providers	\$0.00		\$0.00
66XX	45) Stipends/Scholarships/Bonuses	\$0.00		\$0.00
67XX	46) Cash Grant and Awards	\$0.00		\$0.00
69XX	47) Non-Cash Grants and Awards	\$2,547.00		\$2,547.00
	48) Total Services/Contracts/Grants	\$2,547.00		\$2,547.00
7XXX	49) Total Participant Training Expense	\$0.00	\$0.00	\$0.00
	50) Total Budgeted Expenditures	\$68,397.00	\$34,176.00	\$102,573.00

TOTAL BUDGET

Form Approved July 1, 2001, Updated July 2004, March 2016



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#284

Department: Solid Waste
Approved By: Randy Rogers
Date: 1/31/2022

EXPENDITURE Code Number	Project	String	Description	Decrease	Increase
6247420 512600			Part Time Help		\$ 23,600.00
6247420 512100			Salaries & Wages	\$ 18,000.00	
6247420 512400			Regular Part Time	\$ 5,600.00	

REVENUE Code Number	Description	Increase	Decrease
Totals		\$ 23,600.00	\$ 23,600.00

2. Reason(s) for the above request is/are as follows:
Site attendant duties have had to be covered by subs.

Additional funds needed for part time help.

Endorsement

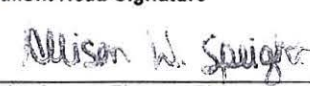
1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners


Department Head Signature

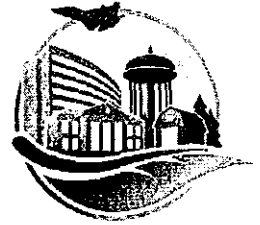

Allison W. Speight, County Finance Director
2022


Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

WAYNE COUNTY

Solid Waste Department



WAYNECOUNTY
NORTH CAROLINA
Phone: (919) 689-2994
Fax (919) 689-2995

MEMO:

BUDGET AMENDMENT

We were required to use this money due to COVID and other illness.

Randy Rogers

Solid Waste Director

THE GOOD LIFE. GROWN HERE.

4608 SOUTH ANDREWS RD.
DUDLEY NC 28333
034



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

285

Department: Sheriff's Office
Approved By: Major Richard Lewis
Date: 2/1/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1104310 526100	SzPrp		Office Supplies-NonCaptl FF&E		\$62,796.69

REVENUE

Code Number		Description	Increase	Decrease
1104310 343100	SzPrp	Seized Property fees	\$ 21,140.64	
1104310 343100	SzPrp	Seized Property fees	\$ 26,347.87	
1104310 343100	SzPrp	Seized Property fees	\$ 11,860.58	
1104310 343100	SzPrp	Seized Property fees	\$ 3,447.60	

Totals \$ 62,796.69 \$ -

2. Reason(s) for the above request is/are as follows:
receipt of asset forfeiture funds

Endorsement

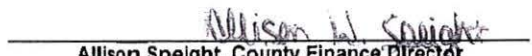
1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners


Department Head Signature


Allison Speight, County Finance Director
2-3 2022


Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

Office of the Sheriff

SHERIFF
LARRY M. PIERCE



P.O. Box 1877
207 E. Chestnut St.
Goldsboro, NC 27533
(919) 731-1481 Office
(919) 731-1699 Fax

Date: February 1, 2022

To: Wayne County Board of Commissioners

From: Sheriff Larry M. Pierce

Re: Budget Amendment Request

The purpose of this budget amendment is to record money received forfeiture funds for seized property. After cash or property is seized & sold, the federal government retains 20 percent and disburses the remaining funds to the local law enforcement agency or agencies based on a percentage of their involvement in the case.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

\$286

Department: Health Department
Approved By: Dr. Brenda Weis, MSPH, PhD
Date: 1/31/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1315151 519500			Professional Services-Lab	\$ 500.00	
1315151 523100			Program Supplies		\$ 5,500.00
1315151 523950			Medical Equip. - Non-Capital	\$ 5,000.00	

REVENUE

Code Number	Description	Increase	Decrease
Totals		\$ 5,500.00	\$ 5,500.00

2. Reason(s) for the above request is/are as follows:

This budget amendment is to realign the Agreement Addendum 543 - COVID-19 Enhancing Detection to allow for additional purchases to be made in the Program Supplies line as needed.

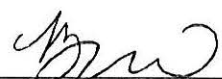
Endorsement

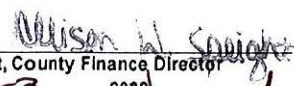
1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners


Department Head Signature


Allison Speight, County Finance Director
2022


Craig Honeycutt, County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

01/31/22

Date

Memorandum

From: Brenda Weis, MSPH, PhD

To: Wayne County Board of Commissioners

Via: County Manager & Finance Officer

Subject: Budget Amendment for Fiscal Year 2021-2022

Who: HD

What: Add Funds - Agreement Addendum 716 - COVID-19 Vaccination Program

When: FY21-22

Explanation:

This budget amendment is to realign the Agreement Addendum 543 - COVID-19 Enhancing Detection to allow for additional purchases to be made in the Program Supplies line as needed.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

\$287

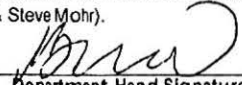
Department: Health Department
Approved By: Dr. Brenda Weis, MSPH, PhD
Date: 1/31/2022

EXPENDITURE Code Number	Project	String	Description	Decrease	Increase
1315162 512110			Salary & Wages - Other		\$ 167,000.00
1315110 519000			Professional Services		\$ 161,000.00
1315162 523900			Other Medical Supplies		\$ 29,238.00

REVENUE Code Number	Description	Increase	Decrease
1315110 351526	COVID-19 - Vaccination Program	\$ 357,238.00	
Totals		\$ 357,238.00	\$ 357,238.00

2. Reason(s) for the above request is/are as follows:

Agreement Addendum revision adding funds to 716 - COVID-19 - Vaccination Program. Adding funds to Child Health to cover Staff - Vaccination time worked and to cover purchases of syringes/needles for the COVID-19 Vaccination Program. \$150,000 moved to 1315151 519000 to cover contractor(s) time worked in COVID-19 Vaccination Program (this will include: Melissa Miller, United Way, & Steve Mohr).


Department Head Signature

Endorsement

1. Forward, recommending approval/disapproval


Allison Speight, County Finance Director

Endorsement

2. Forward, recommending approval/disapproval


Craig Honeycutt, County Manager & Budget Officer

3. Approval/Disapproval by Chairman Board of Commissioners

Chairman Board of Commissioners

2022

01/31/22

Date

Memorandum

From: Brenda Weis, MSPH, PhD
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

Who: HD

What: Add Funds - Agreement Addendum 716 - COVID-19 Vaccination Program

When: FY21-22

Explanation: Agreement Addendum revision adding funds to 716 - COVID-19 - Vaccination Program. Adding funds to Child Health to cover Staff - Vaccination time worked and to cover purchases of syringes/needles for the COVID-19 Vaccination Program. \$150,000 moved to 1315151 519000 to cover contractor(s) time worked in COVID-19 Vaccination Program (this will include: Melissa Miller, United Way, & Steve Mohr).



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#290

Department: Cooperative Extension
Approved By: Kevin Johnson
Date: 2/2/2022

EXPENDITURE	Project	String	Description	Decrease	Increase
Code Number 1104950.532500			Postage		1,705.25

REVENUE	Description	Increase	Decrease
Code Number 1100000.383900	Miscellaneous Revenue	\$ 1,705.25	

Totals	\$	1,705.25	\$	-
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2. Reason(s) for the above request is/are as follows:

Postage machine returned and unused funds were reimbursed.

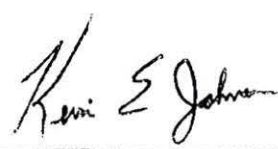
Endorsement

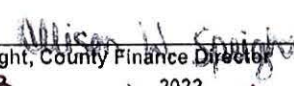
1. Forward, recommending approval/disapproval

Endorsement

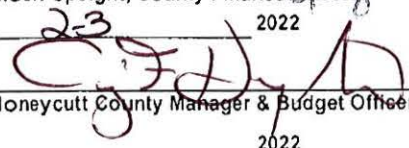
2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners


Department Head Signature


Allison Speight, County Finance Director

2022


Craig Honeycutt County Manager & Budget Officer

2022

Chairman Board of Commissioners

2022

MEMORANDUM

To: County Commissioners / Craig Honeycutt

From: Cooperative Extension

Kevin Johnson

Date: 2/2/2022

Re: Budget Amendment Request

Purpose of Budget Amendment Request:

We are requesting that \$1,705.25 be appropriated to the Postage line item from Miscellaneous Revenue. Our postage machine was no longer supported and had to be returned to Pitney Bowes. The unused postage funds of \$1,705.25 was returned to us.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#294

Department: Health Department
Approved By: Dr. Brenda Weis, MSPH, PhD
Date: 2/3/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
1315164 512100			Salary & Wages		\$ 32,500.00
1315164 512600			Part Time or Extra Help	\$ 42,793.00	
1315164 518000			FICA		\$ 2,015.00
1315164 518100			Medicare		\$ 472.00
1315164 518200			Retirement Contribution		\$ 3,712.00
1315164 518210			401K Retirement Contribution		\$ 650.00
1315164 518300			Hospitalization Contribution		\$ 3,440.00
1315164 518310			Employee Assistance Program		\$ 4.00
1315164 518600			Worker's Compensation		\$ 200.00

REVENUE

Code Number	Description	Increase	Decrease
Totals		\$ 42,793.00	\$ 42,793.00

2. Reason(s) for the above request is/are as follows:

This budget amendment is requested to increase the number of full time positions in Family Planning from 14 to 15 full time positions. This position is critical to the Health Department. There was a part time vacant budgeted position that we will use to fund the Full Time Physician Extender position for the remainder of this Fiscal Year.

Endorsement

1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Department Head Signature

Allison Speight, County Finance Director

Craig Honeycutt County Manager & Budget Officer

Chairman Board of Commissioners

02/03/22
Date

Memorandum

From: Brenda Weis, MSPH, PhD
To: Wayne County Board of Commissioners
Via: County Manager & Finance Officer
Subject: Budget Amendment for Fiscal Year 2021-2022

Who: HD

What: FP - to reactivate Physician Extender and increase the Program to 15 positions.

When: FY21-22

Explanation: This budget amendment is requested to increase the number of full time positions in Family Planning from 14 to 15 full time positions. This position is critical to the Health Department. There was a part time vacant budgeted position that we will use to fund the Full Time Physician Extender position for the remainder of this Fiscal Year.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#295

Department: Fremont Elementary School Capital Project Fund
Approved By: Allison Speight, Finance
Date: 2/4/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
4855912-558000		C22002-WCPS-Construx-Pre-Constr	Capital Out-Bldg Struct & Impr		\$ 175,251.00
4855912-598000			Transfers to Other Funds		\$ 308,398.00
1109840-598000			Transfers to Other Funds		\$ 483,649.00

REVENUE

Code Number	Description	Increase	Decrease
4875912-398400	Transfers from Other Funds-CPF	\$ 308,398.00	
4875912-399100	Fund Balance Appropriated		\$ 308,398.00
4855912-398100	Transfers from Other Funds-GF	\$ 483,649.00	
1100000-399100	Fund Balance Appropriated	\$ 483,649.00	
Totals		\$ 1,275,696.00	\$ 1,275,696.00

2. Reason(s) for the above request is/are as follows:

To establish a budget for pre-construction services with Daniels & Daniels for Fremont Elementary School and to move the land purchase from Fremont Elementary to the newly established fund. The transfers from the General Fund will be reimbursed based upon the final approval of the latest lottery grant application.

Endorsement

1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Allison W. Speight
Department Head Signature

Allison W. Speight
Allison Speight, County Finance Director
2022

Craig Honeycutt
Craig Honeycutt, County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

COUNTY OF WAYNE
AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
FREMONT ELEMENTARY SCHOOL
FISCAL YEAR 2021-2022

BE IT ORDAINED by the Wayne County Board of Commissioners that the following amendment be made to the Capital Project Ordinance for the Fremont Elementary School Fund for the fiscal year ending June 30, 2022:

Section 1. To amend the Capital Project Fund, the appropriations are to be changed as follows:

Code Number	Project	String	Description	Decrease	Increase
4855912-558000		C22002-WCPS-Construx-Pre-Constr	Capital Out-Bldg Struct & Impr		\$ 175,251.00
4855912-598000			Transfers to Other Funds		\$ 308,398.00
1109840-598000			Transfers to Other Funds		\$ 483,649.00

This will result in a net increase of \$175,251.00 in the appropriations of the Capital Project Fund.

Section 2. To provide the additional revenue for the above, the following revenues will be changed as follows:

Code Number	Description	Increase	Decrease
4875912-398400	Transfers from Other Funds-CPF	\$ 308,398.00	
4875912-399100	Fund Balance Appropriated		\$ 308,398.00
4855912-398100	Transfers from Other Funds-GF	\$ 483,649.00	
1100000-399100	Fund Balance Appropriated	\$ 483,649.00	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____ 2022.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#296

Department: Workers Comp
Approved By: Allison Speight
Date: 2/7/2022

EXPENDITURE Code Number	Project	String	Description	Decrease	Increase
8814200 545000			Insurance & Bonding		\$ 220,000.00

REVENUE Code Number	Description	Increase	Decrease
8814200 399100	Workers Comp -Fund Balance Appropriated	\$ 220,000.00	
Totals		\$ 220,000.00	\$ 220,000.00

2. Reason(s) for the above request is/are as follows:
large claim payout.

Additional funds needed for claims due to

Endorsement

1. Forward, recommending approval/disapproval

Department Head Signature

Allison Speight, County Finance Director
2022

Endorsement

2. Forward, recommending approval/disapproval

Craig Honeycutt County Manager & Budget Officer
2022

3. Approval/Disapproval by Chairman Board of Commissioners

Chairman Board of Commissioners
2022

WAYNE COUNTY
FINANCE



WAYNE COUNTY
NORTH CAROLINA
Phone: (919) 731-1417
Fax (919) 731-1388

Memorandum

To: Wayne County Board of Commissioners
CC: Craig Honeycutt, County Manager
From: Allison Speight, Finance Director *AWs*
Date: February 15, 2022
Re: BA #296

The County is self-insured for its workers' compensation insurance; however, the claims are managed through a third party. During the year, staff monitors claims paid versus premiums allocated to the fund to determine the fund's financial standing. The claims paid this fiscal year are significantly higher than those of the prior year to-date. The increase is due to a large settlement that took place in November and a more costly claim that occurred and remains on-going. There is sufficient fund balance in the fund (Fund 881) to cover the increased claims this year. This budget amendment is to appropriate fund balance to cover the remaining fiscal year's anticipated claims expenditures.

If you have any questions, please do not hesitate to contact me. Thank you!

THE GOOD LIFE. GROWN HERE.



County of Wayne
Budget Amendment
Fiscal Year 2021-2022

#297

Department: County Capital Reserve Fund
Approved By: Allison Speight, Finance Director
Date: 2/8/2022

EXPENDITURE

Code Number	Project	String	Description	Decrease	Increase
4908100-599301			Reserve-Capital Outlay		\$ 10,000,000.00
1109840-598000			Transfers to Other Funds		\$ 10,000,000.00

REVENUE

Code Number	Description	Increase	Decrease
4908100-398100	Transfers from Other Funds-GF	\$ 10,000,000.00	
1100000-399100	Fund Balance Appropriated	\$ 10,000,000.00	

Totals \$ 20,000,000.00 \$ 20,000,000.00

2. Reason(s) for the above request is/are as follows:

To appropriate \$10,000,000 of Unassigned Fund Balance to the County's Capital Reserve Fund. These funds will remain in the Capital Project Fund until the County determines to use these monies for a specific capital project.

Endorsement

1. Forward, recommending approval/disapproval

Endorsement

2. Forward, recommending approval/disapproval

3. Approval/Disapproval by Chairman Board of Commissioners

Allison W. Speight
Department Head Signature

Allison W. Speight
Allison Speight, County Finance Director

2-8 2022
Craig Honeycutt
Craig Honeycutt County Manager & Budget Officer
2022

Chairman Board of Commissioners
2022

COUNTY OF WAYNE
AMENDMENT TO THE CAPITAL PROJECT ORDINANCE
COUNTY CAPITAL RESERVE FUND
FISCAL YEAR 2021-2022

BE IT ORDAINED by the Wayne County Board of Commissioners that the following amendment be made to the Capital Project Ordinance for the County Capital Reserve Fund for the fiscal year ending June 30, 2022:

Section 1. To amend the Capital Project Fund, the appropriations are to be changed as follows:

Code Number	Project	String	Description	Decrease	Increase
4908100-599301			Reserve-Capital Outlay		\$ 10,000,000.00
1109840-598000			Transfers to Other Funds		\$ 10,000,000.00

This will result in a net increase of \$10,000,000.00 in the appropriations of the Capital Project Fund.

Section 2. To provide the additional revenue for the above, the following revenues will be changed as follows:

Code Number	Description	Increase	Decrease
4908100-398100	Transfers from Other Funds-GF	\$ 10,000,000.00	
1100000-399100	Fund Balance Appropriated	\$ 10,000,000.00	

Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Governing Board, and to the Budget Officer and the Finance Officer for their direction.

Adopted this _____ day of _____ 2022.

NORTH CAROLINA

WAYNE COUNTY

RESOLUTION #2022-4: A RESOLUTION LEASING PROPERTY FOR A TERM OF UP TO TEN YEARS

WHEREAS, the County owns a vacant, unimproved parcel located at 3173 S. US 13 HWY, Goldsboro (PIN: 2556137448) being more particularly described in the deed recorded in Deed Book 2576 Page 753 in the Office of the Register of Deeds for Wayne County ("Property"); and

WHEREAS, Mr. David Rutledge, Jr. owns the adjoining lot located at 830 Loop Road, Goldsboro, NC 27530 and wishes to use the Property as a garden; and

WHEREAS, NCGS § 160A-272 permits the County to lease property for a period up to ten years after publishing notice in a local newspaper; and

WHEREAS, the David Rutledge has offered to lease the property described above for the term of one year with additional options to renew up to ten years for the price Eight Hundred Dollars and 00/100 (\$800.00) a year; and

WHEREAS, the required notice has been published and the Board of Commissioners are convened in a regular meeting.

NOW, THEREFORE BE IT RESOLVED by the Wayne County Board of Commissioners that:

1. The Board of Commissioners approves lease of the property at 3173 S. US 13 HWY, Goldsboro (PIN: 2556137448) for a term of one year with the option to renew for a maximum of nine additional years.
2. The annual rental payment shall be \$800.00 a year.

Passed and adopted this the 15th day of February, 2022.

Joe Daughtery, Chairman
Wayne County Board of Commissioners

ATTEST:

Carol Bowden, Clerk to the Board

NORTH CAROLINA

WAYNE COUNTY

THIS LEASE, made this _____ day of February, 2022, between COUNTY OF WAYNE ("County"), a body politic and corporate organized under the laws of the State of North Carolina, whose address is PO Box 227, Goldsboro, NC 27533, party of the first part, and GILBERT DAVID RUTLEDGE, JR. ("Lessee"), whose address is 830 Loop Road, Goldsboro, NC 27530 party of the second part;

W I T N E S S E T H:

That the party of the first part does hereby lease to the party of the second part, his heirs and assigns, the certain tract of land situated in Wayne County, North Carolina, and more particularly described as follows:

PIN: 2556137448 / 3173 S. US 13 HWY, Goldsboro

BEGINNING at a point in the southerly right-of-way of U.S. Hwy. 13, said point being an existing iron rebar and being the northeast corner of the property of now or formerly Gilbert David Rutledge, Jr. property (DB 3063 Pg 557). Said point being located S. 79° 10' 11" E, 2097.75' from a NCGS Monument "Grantham" having grid coordinates of N. 564169.29 and E 2249512.69. Thence from said point beginning S. 79° 26' 09" E. 711.58' with and along said southerly right-of-way of U.S. Hwy 13 to an existing iron pin. Said pin being the northwesterly corner of the now or formerly James Dolan Baker, Jr. property (DB 3098 Pg. 730), cornering thence along the westerly property line of said Baker property and along the westerly property line of the now or formerly Billy Mosley Kornegay property (DB 3118) Pg. 107) to an existing iron rebar, said point being the northeasterly corner of the now or formerly Edward Dale Hester Property (DB 2213 Pg. 714), cornering, thence N. 46° 40' 31" W, 711.52' with and along the northeasterly now or formerly property lines of the following: Edward Dale Hester (DB 2213 Pg 714), George R. Overton (DB 2624 Pg 844), Franklin Lewis (DB 1919 Pg 696), James S. Jones, and wife Amy Jones (DB 2068 Pg 42), Dillon R. Thornton, Jr. (DB 2407 Pg 374), and Gilbert David Rutledge, Jr. (DB 2788 Pg 305) to an existing rebar, cornering thence with and along the easterly property line of the now or formerly Gilbert David Rutledge, Jr. (DB 3063 Pg 557) to the point of beginning. Said property containing a total of 8.32 acres and being the combination of three parcels as follows: Now or formerly John Keith Thornton (DB 2927 Pg 82) 4.33 acres; now or formerly John Keith Thornton (DB 2927 Pg 82) 3.42 acres; and now or formerly Richard Van Flowers (DB 3057 Pg 126) 0.50 acres, as recorded in the Wayne County Registry. And being those tracts of land as shown on map recorded in Plat Cabinet O, Slide 18-A of the Wayne County Registry. Also being the property obtained by Grantor in Deed Book 2576, Page 753 of the Wayne County Registry.

1. TERM. The term of this lease shall be for the period from March 1, 2022, through February 28, 2023 and shall automatically renew for one year terms unless either party provides

written notice of its intent not to renew the lease within thirty (30) days of the expiration of the then current term. The total term of this lease, including the initial term and any renewals, shall not exceed ten years. Lessor shall have the option exempt a portion of the property described above at any time with 90 days notice to Lessee. In the event Lessor exercises this option, Lessee shall be entitled to a refund of Rental payments based upon the amount of property excluded from the lease.

2. RENTAL. The rental for said land **per year** is as follows:

PIN: 2556137448 / 3173 S. US 13 Hwy., Goldsboro (\$100.00/Acre)
8.0 Acres @ \$100.00/Acre = \$800.00/Year
Total: \$800.00/Year

3. PAYMENT OF RENTAL. Payment for the initial term shall be due upon execution of this lease agreement. Payment for subsequent terms shall be due no later than March 1st of each year. Payments shall be remitted to:

County of Wayne
Attn: Finance Department
PO Box 227
Goldsboro, NC 27533

4. CLEARED LANDS. The party of the second part shall be permitted to cultivate all cleared lands described herein or use the land described herein for any agricultural purpose it so chooses.

5. VISIBILITY AND APPEARANCE. The party of the second part shall maintain said land free and clear of the storage of equipment and signage. Said land shall only be used for agricultural purposes. Lessee shall maintain said land in a slightly condition and regularly mow and properly maintain the property. The lessee must keep all ditches cut and cleared of debris.

6. SUBLEASES. Lessee will not be permitted to sublease under their lease agreement without the express, written consent of Wayne County.

7. CROP ROTATION REQUIREMENTS. The agriculture producer will need to follow Best Management Practices (BMP's) in regards to crop rotation.

8. ASCS. The parties of the first part and the party of the second part shall execute such instruments or other documents as may be required by the ASCS Office or any other regulatory agency.

9. INDEMNITY. The party of the second part shall indemnify and hold harmless the parties of the first part from any claim arising out of its occupancy of said land or out of its farm operation.

10. RELEASE OF LIABILITY. Lessee hereby releases County of any and all liability for any injury or damage suffered by Lessee's animals or livestock which may occupy the premises during the course of this lease.

11. ADDITIONAL RESTRICTIONS. If corn is planted on the property, said property shall be disked in within seven (7) days after harvest. Bird hunting shall be prohibited on the property at all times. The producer shall not grow more than one (1) tobacco crop and one (1) sweet potato crop. It is recommended that the producer not grow the same grain crop two (2) years in a row. The lessee should have the soil tested and lime applied if needed.

12. NOTICES. Any notice of demand which any provision in this Lease is required or allowed to be given by either party to the other shall be deemed to have been sufficiently given for all purposes when made in writing and sent in the United States mail to the addresses contained above.

IN TESTIMONY WHEREOF, said parties have executed this lease in triplicate originals, one of which is retained by each of the parties, the day and year first above written.

COUNTY OF WAYNE

BY: _____ (SEAL)

NORTH CAROLINA
WAYNE COUNTY

I, _____, a Notary Public in and for said State and County, certify that Craig Honeycutt, County Manager, personally appeared before me this day and the foregoing instrument was signed by him.

WITNESS, my hand and Notarial Seal, this the _____ day of February, 2022.

Notary Public

My Commission Expires:

GILBERT DAVID RUTLEDGE, JR.

BY: _____ (SEAL)

NORTH CAROLINA
WAYNE COUNTY

I, _____, a Notary Public in and for said State and County, certify that Gilbert David Rutledge, Jr. personally appeared before me this day and the foregoing instrument was signed by him.

WITNESS, my hand and Notarial Seal, this the _____ day of February, 2022.

Notary Public

My Commission Expires:

PUBLIC NOTICE
LEASE OF COUNTY PROPERTY

The Wayne County Board of Commissioners intends to lease the following County-owned property:

PIN: 2556137448 / 3173 S. US 13 HWY, Goldsboro

BEGINNING at a point in the southerly right-of-way of U.S. Hwy. 13, said point being an existing iron rebar and being the northeast corner of the property of now or formerly Gilbert David Rutledge, Jr. property (DB 3063 Pg 557). Said point being located S. 79° 10' 11" E, 2097.75' from a NCGS Monument "Grantham" having grid coordinates of N. 564169.29 and E 2249512.69. Thence from said point beginning S. 79° 26' 09" E. 711.58' with and along said southerly right-of-way of U.S. Hwy 13 to an existing iron pin. Said pin being the northwesterly corner of the now or formerly James Dolan Baker, Jr. property (DB 3098 Pg. 730), cornering thence along the westerly property line of said Baker property and along the westerly property line of the now or formerly Billy Mosley Kornegay property (DB 3118) Pg. 107) to an existing iron rebar, said point being the northeasterly corner of the now or formerly Edward Dale Hester Property (DB 2213 Pg. 714), cornering, thence N. 46° 40' 31" W, 711.52' with and along the northeasterly now or formerly property lines of the following: Edward Dale Hester (DB 2213 Pg 714), George R. Overton (DB 2624 Pg 844), Franklin Lewis (DB 1919 Pg 696), James S. Jones, and wife Amy Jones (DB 2068 Pg 42), Dillon R. Thornton, Jr. (DB 2407 Pg 374), and Gilbert David Rutledge, Jr. (DB 2788 Pg 305) to an existing rebar, cornering thence with and along the easterly property line of the now or formerly Gilbert David Rutledge, Jr. (DB 3063 Pg 557) to the point of beginning. Said property containing a total of 8.32 acres and being the combination of three parcels as follows: Now or formerly John Keith Thornton (DB 2927 Pg 82) 4.33 acres: now or formerly John Keith Thornton (DB 2927 Pg 82) 3.42 acres; and now or formerly Richard Van Flowers (DB 3057 Pg 126) 0.50 acres, as recorded in the Wayne County Registry. And being those tracts of land as shown on map recorded in Plat Cabinet O, Slide 18-A of the Wayne County Registry.

The County intends to lease the property to Gilbert David Rutledge, Jr. for one year with the option to renew for a maximum of nine additional years. In consideration of the lease, Gilbert David Rutledge, Jr. will pay an annual rent of \$800.

All persons interested in this lease are invited to attend the meeting of the Wayne County Board of Commissioners to be held on Tuesday, February 15, 2022 at 9:00 a.m. in the Commissioners Meeting Room in the Wayne County Courthouse Annex, 224 E. Walnut St., Goldsboro, NC. At that time the board intends to authorize the lease of the property described above.

Andrew J. Neal
Wayne County Staff Attorney

Run Date: January 15, 2022

Carol Bowden

From: Jason Elliott
Sent: Friday, February 4, 2022 10:09 AM
To: Craig Honeycutt
Cc: Brandon Gray; Kayla Whitley; Carol Bowden
Subject: [External] - GWW - Apron Rehab - WA #1; Amend. #1
Attachments: 2022-01-18 - WA #1 - Amendment #1 - Apron Pavement Rehab_Environmental Services.pdf

Craig,

Can we get the attached Amendment #1 to Work Authorization #1 on the agenda for the February 15, 2022 Commissioners meeting? It should probably be added to request approval pending final Division of Aviation (DOA) approval. The scope has been approved by DOA and the Independent Fee Analysis (IFA) is underway. It will likely be fully approved by the meeting date, but is not at this time.

This amendment is needed to cover the environmental testing and additional time from the award of the Additive Bid for the underground fuel tank removal, as well as environmental services for contaminated soils found near the fuel tank areas.

Let me know if you have any questions or need anything else.

Thanks!

Jason L. Elliott, PE
Project Manager
WK Dickson & Co., Inc.
720 Corporate Center Drive
Raleigh, NC 27607
Office: 919-256-5616
Mobile: 919-412-7235
Email: jelliott@wkdickson.com
www.wkdickson.com

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CAUTION

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**Work Authorization #1 – Amendment #1
Wayne Executive Jetport (GWW)
Wayne County, North Carolina
GWW: Apron Pavement Rehabilitation
(Additional Construction & Environmental Services)
January 18, 2022**

WBS: 36244.31.6.1
Partner Connect Request Number: 4251

**CONTRACT FOR PROFESSIONAL SERVICES
Dated April 21, 2021
(Expiration Date: April 21, 2026)**

PROJECT DESCRIPTION

On July 20, 2021, Wayne County (OWNER) authorized WK Dickson (ENGINEER) to proceed with bidding and construction phase services for the rehabilitation of the existing apron pavement at the Wayne Executive Jetport (GWW). The project was bid with an additive bid for the removal of two underground fuel tanks adjacent to the apron pavement on the north end. The bid prices came in low enough that the additive bid was awarded. With the additive bid being awarded, environmental testing and permitting services are needed to document the underground storage tank (UST) removal and provide testing services for the mitigation of contaminated soils in the removal area. The award of the additive bid also added 10 additional calendar days to the construction duration.

During initial soils testing performed by the contractor, fuel contamination was also discovered on the south end of the apron adjacent to GWW's current above ground fuel farm. Additional environmental services are also needed to mitigate the contamination in this area. It is anticipated that the NC Department of Environmental Quality (NCDEQ) will require a Limited Site Assessment (LSA) and the installation of monitoring wells in both areas of question. The locations of both fuel tank areas are shown on the attached Exhibit 1.

Amendment #1 to Work Authorization #1 will add the environmental services necessary to mitigate soil contamination in both fuel tank areas. The below scope of services outlines additional project management and grant administration, additional construction administration, additional full-time construction observation, and environmental services to be provided by ENGINEER to assist the OWNER with this project. This scope of work and fee estimate includes the work that is known to be required for this project as defined below:



SCOPE OF SERVICES

Basic Services

The ENGINEER will provide the Basic Services listed below and in accordance with Section I of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. **Additional Project Management:** Additional Project Management shall generally consist of the following:
 - a. Work authorization amendment development and facilitation of NCDOT, Division of Aviation (DOA) review.
 - b. Grant amendment to add cost of additional services.
 - c. Additional Subconsultant Coordination during scoping, contract execution, and for monthly invoicing.
2. **Additional Construction Administration:** Additional Construction Administration services shall include the following:
 - a. Coordination with NC Department of Environmental Quality (NCDEQ) for underground storage tank (UST) removal and contaminated soils remediation.
 - b. Coordinate with subconsultant providing environmental services for the project. Task includes coordination on scheduling for tank removal and testing, review of reports generated by environmental services firm, and coordination for submittals to NCDEQ.

Special Services

The ENGINEER will provide the Special Services listed below and in accordance with Section II of the General Provisions of the Contract for Professional Services, April 21, 2021.

1. **Additional Full-Time Construction Observation:** Observation of construction by the Resident Project Representative (RPR) for the additional 10 days added to the construction contract time due to the award of Additive Bid No. 1. The additional construction observation is expected to consist of 10 days at 8 hours per day. It is anticipated that RPR will be fulfilled by a WK Dickson employee as noted on the Attachment 'A' man hour estimate and will be billed on an **Hourly Not-to-Exceed** basis.
2. **Environmental Services:** Environmental services will be provided by ECS Southeast, LLP, as a subconsultant to WK Dickson, as outlined in the subconsultant proposal in Attachment 'C'.

Wayne Executive Jetport

GW: Apron Pavement Rehabilitation (Additional Construction & Environmental Services)

Work Authorization #1 – Amendment #1

Page 2



FEE SCHEDULE

The above services shall be provided and billed according to the below Fee Schedule:

Basic Services

Additional Project Management and Grant Admin.	Lump Sum	\$3,542
	(Revised Total Fee)	(\$29,228)
Additional Construction Administration	Lump Sum	\$5,386
	(Revised Total Fee)	(\$105,153)

Special Services

Additional Full-Time Construction Observation	Lump Sum	\$10,717
	(Revised Total Fee)	(\$132,516)

<u>Environmental Services (Sub – ECS)</u>	NTE	\$38,990
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Amend. #1 Total \$58,635

The total fee of all work in this amendment is in the amount of **\$58,635** and is summarized in Attachment 'A'.

All other provisions of the Contract for Professional Services dated April 21, 2021 shall remain in full force and effect and unmodified other than as noted herein.

Requested By:

WAYNE COUNTY

By: _____
Typed Name: Craig F. Honeycutt
Title: County Manager
Date: _____

Accepted By:

W.K. DICKSON & CO., INC.

By: _____
Typed Name: Scott Sigmon
Title: Vice President
Date: _____

ATTACHMENTS

- A. Man-hour Summary
- B. Project Budget
- C. Sub-Consultant Proposal – Environmental Services



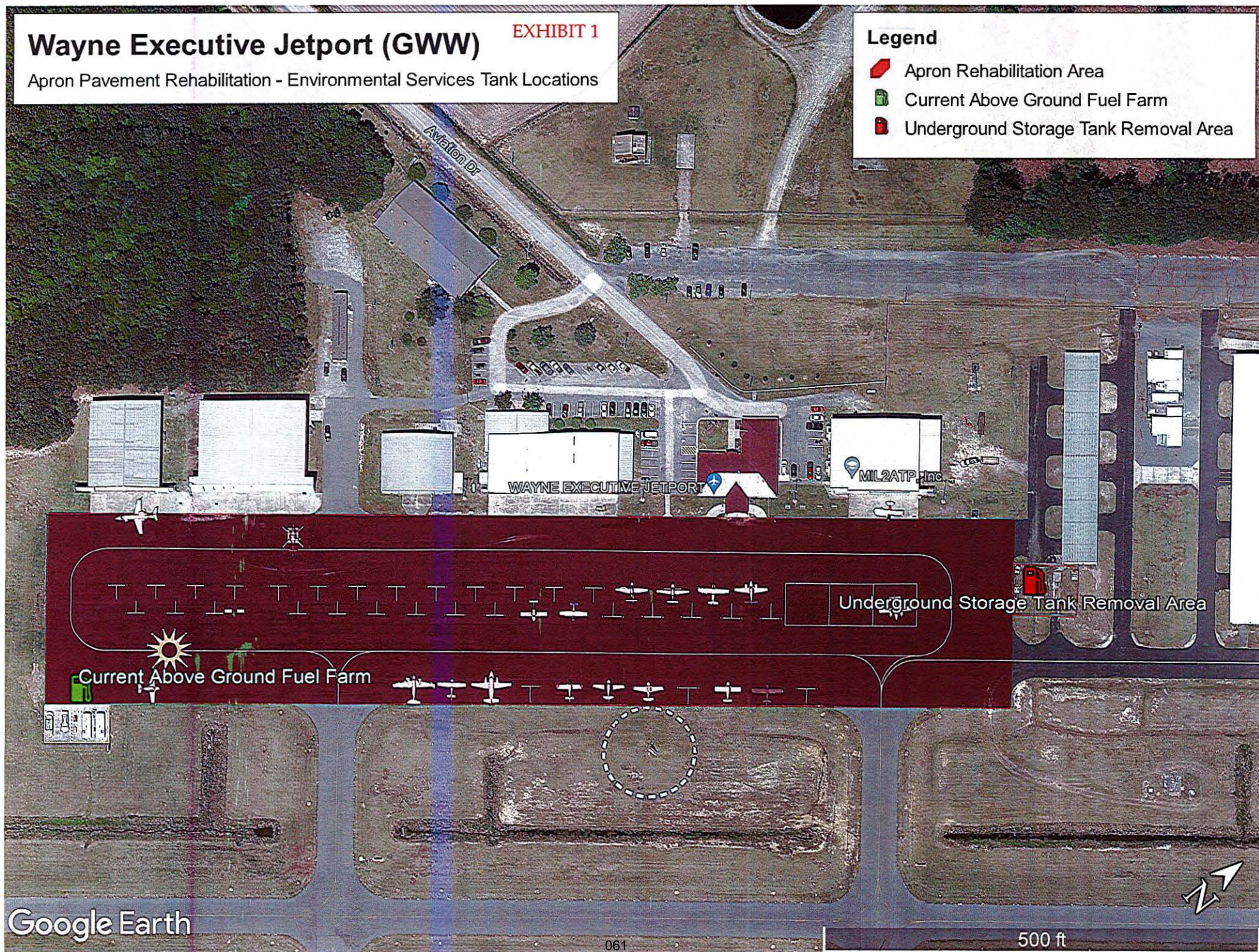
Wayne Executive Jetport (GWW)

EXHIBIT 1

Apron Pavement Rehabilitation - Environmental Services Tank Locations

Legend

-  Apron Rehabilitation Area
-  Current Above Ground Fuel Farm
-  Underground Storage Tank Removal Area



Google Earth

ATTACHMENT 'A'

PROJECT DESCRIPTION: GWW: WA#1, Amend. #1 - Apron Pav. Rehab. (Add. Construction & Environmental Services)				DATE PREPARED: 1-18-22			AVIATION NUMBER:		
PREPARED BY: Jason L. Elliott / WK Dickson & Co., Inc.				TIP NUMBER:			WBS NUMBER:		
TASK NUMBER	PHASE AND TASK DESCRIPTION	Employee Classifications							SUB-TOTAL
		Principal	Senior Project Manager	Project Manager	Senior Project Engineer	Senior Designer	Construction Observer	Admin.	
	Basic Services								
	1. Additional Project Management								
a.	Amendment Development & Review Facilitation	1.00		4.00					5.00
b.	Grant Modification			2.00				1.00	3.00
c.	Additional Sub Coordination (scoping, contract, & monthly invoicing)			8.00				2.00	10.00
	Task Subtotals	1.00	0.00	14.00	0.00	0.00	0.00	3.00	18.00
	2. Additional Construction Administration								
a.	Coordination with NCDOT		1.00	4.00	8.00				13.00
b.	Subconsultant Coordination (scheduling; report review; const. coord.)			8.00	4.00			4.00	16.00
	Task Subtotals	0.00	1.00	12.00	12.00	0.00	0.00	4.00	29.00
	Special Services								
	1. Additional Full-Time Construction Observation								
	10 Calendar Days (Add. Bid No. 1; 10 days @ 8 hours/day)						80.00		80.00
	Task Subtotals	0.00	0.00	0.00	0.00	0.00	80.00	0.00	80.00
	2. Environmental Services								
	QA Testing (Sub - See ECS Proposal)	\$38,990.00							
	TOTAL MANHOURS/CATEGORY:	1.00	1.00	26.00	12.00	0.00	80.00	7.00	127.00
	RATES PER HOUR:	\$90.87	\$71.33	\$66.99	\$58.86	\$44.33	\$37.85	\$30.63	
	PAYROLL BURDEN:	\$90.87	\$71.33	\$1,741.74	\$706.32	\$0.00	\$3,028.00	\$214.41	
	TOTAL WORK HOURS:	127.00							
	TOTAL PAYROLL BURDEN:	\$5,852.67							
	GENERAL OVERHEAD @ 184.41 %:	\$10,792.91							
	SUBTOTAL:	\$16,645.58							
	COMPARATIVE FEE @ 11%:	\$1,831.01							
	Cost of Capital @ 0.39 %	\$22.83							
	TOTAL:	\$18,499.42							
	DIRECT EXPENSES:	\$1,145.44							
	PRIME GRAND TOTAL:	\$19,644.86							
	Sub Consultant TOTAL:	\$38,990.00							
GRAND TOTAL:		\$58,635.00							

Additional Project Management & Grant Administration = \$3,542.11

Additional Construction Administration = \$5,386.25

Additional Full-Time Construction Observation = \$10,716.50

Environmental Services (Sub - ECS) = \$38,990.00

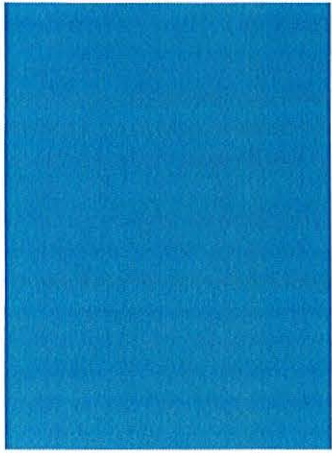
\$58,634.86

DIRECT EXPENSES					
PROJECT DESCRIPTION: GWW: WA#1, Amend. #1 - Apron Pav. Rehab. (Add. Construction & Environmental Services)					
PREPARED BY: Jason L. Elliott / WK Dickson & Co., Inc.					
DATE PREPARED: 1-18-22					
GENERAL PROJECT	ITEM	QTY	DESCRIPTION	UNIT COST	
	Travel:				
	Additional Project Management				
	Site Visit (Roundtrip Raleigh to GWW)	0 Trip(s) @	124 miles @	\$0.560	\$0.00
		0 8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	0 11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		0 22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	0 Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Project Management & Grant Administration Total				\$0.00
	Additional Construction Administration				
	Site Visit (Roundtrip Raleigh to GWW)	0 Trip(s) @	124 miles @	\$0.560	\$0.00
		0 8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	0 11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		0 22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	0 Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Construction Administration Total				\$0.00
	Additional Full-Time Construction Observation				
	Site Visit (Roundtrip Raleigh to GWW)	2 Trip(s) @	124 miles @	\$0.580	\$143.84
	Local Mileage (GWW to lodging (Goldsboro))	8 Trip(s) @	10 miles @	\$0.580	\$46.40
	Hotel (4 nights/week @ 19 weeks)	8 Nights	1 per night	\$80.00	\$640.00
	Meals / Per Diem*	8 Days @	1 per day	\$39.40	\$315.20
		0 8.5"x11" Xerox Copies	1 sheets @	\$0.09	\$0.00
	Printing	0 11"x17" Xerox Copies	1 sheets @	\$0.15	\$0.00
		0 22"x34" Copies (B&W)	1 sheets @	\$2.82	\$0.00
	Postage	0 Fed Ex Shipment	1 each @	\$15.00	\$0.00
	Full-Time Construction Observation Total				\$1,145.44
	*Meals / Per Diem included for overnight stays only.				
	TOTAL				\$1,145.44

January 18, 2022

**WAYNE EXECUTIVE JETPORT
PROGRAM BUDGET
APRON PAVEMENT REHABILITATION (BIDDING & CONSTRUCTION)
STATE PROJECT No. 36244.31.6.1**

	Current Project Budget	Proposed Project Budget
(A101) ADMINISTRATIVE EXPENSES		
Administrative (Bid Advertisement)	\$ 834.00	\$ 834.00
SUBTOTAL	\$ 834.00	\$ 834.00
(A102) PRELIMINARY ENGINEERING, TESTING		
EC Permit Fee (Pd. by Owner)	\$ 455.00	\$ 455.00
SUBTOTAL	\$ 455.00	\$ 455.00
(A103) PROPERTY ACQUISITION		
-	\$ -	\$ -
SUBTOTAL	\$ -	\$ -
(A104) ENGINEERING SERVICES BASIC FEES		
Project Management & Grant Administration (WA #1; Amendment #1)	\$ 25,686.00	\$ 29,228.00
Bidding (WA #1)	\$ 13,166.00	\$ 13,166.00
Construction Administration (WA #1; Amendment #1)	\$ 99,767.00	\$ 105,153.00
Project Closeout (WA #1)	\$ 17,593.00	\$ 17,593.00
SUBTOTAL	\$ 156,212.00	\$ 165,140.00
(A105) PROJECT INSPECTION, QUALITY ASSURANCE, TESTING, OTHER		
Full-Time Construction Observation (WA #1; Amendment #1)	\$ 121,799.00	\$ 132,516.00
QA Testing (WA #1)	\$ 23,400.00	\$ 23,400.00
Environmental Services (WA #1, Amendment #1)	\$ -	\$ 38,990.00
SUBTOTAL	\$ 145,199.00	\$ 194,906.00
(A106) CONSTRUCTION AND PROJECT IMPROVEMENT COST		
Apron Pavement Rehabilitation Construction	\$ 2,542,716.00	\$ 2,542,716.00
SUBTOTAL	\$ 2,542,716.00	\$ 2,542,716.00
(A108) MISCELLANEOUS EXPENSES		
-	\$ -	\$ -
SUBTOTAL	\$ -	\$ -
GRAND TOTAL	\$ 2,845,416.00	\$ 2,904,051.00
Funding:		
Federal Grant	\$ -	\$ -
State Grant	\$ 2,560,874.40	\$ 2,613,645.90
Local Match	\$ 284,541.60	\$ 290,405.10



ECS Southeast, LLP

Proposal for Environmental Services

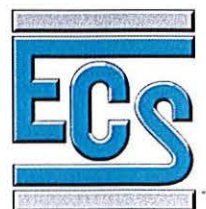
Wayne Executive Jetport

240 Aviation Road

Pikeville, Wayne County, North Carolina

ECS Proposal No. 49:27266 Rev. 1

January 11, 2022





January 11, 2022

Mr. Jason Elliott, PE
WK Dickson & Co., Inc.
Project Manager
720 Corporate Center Drive
Raleigh, North Carolina 27607

Reference: Proposal for Environmental Services
Wayne Executive Airport
240 Aviation Drive NE
Pikeville, Wayne County, North Carolina
ECS Proposal No. 49:27266

Dear Mr. Elliott:

ECS Southeast, LLP (ECS) appreciates the opportunity to submit this proposal to provide environmental services for the above-referenced site. Our experience with similar projects will help us provide efficient, cost-effective environmental services. Included in this proposal is an outline of our understanding of the project information, proposed scope of services, fee estimate, activity schedule, and authorization requirement.

PROJECT UNDERSTANDING

The Wayne Executive Jetport is located at 240 Aviation Drive Northeast in Pikeville, Wayne County, North Carolina. According to the Wayne County GIS Data Viewer website, the property consists of approximately 335.72 acres and is identified as parcel identification number (PIN) 3602845748. The site is owned by the County of Wayne and operates as the Wayne Executive Jetport. According to the North Carolina Department of Environmental Quality (NCDEQ) database the site contains two active underground storage tanks (USTs) that were installed on October 15, 1986. According to the database, the USTs include:

- 6,000-gallon Kerosene, Aviation UST and
- 10,000-gallon Gasoline, Gas Mix UST.

According to an email conversation between WK Dickson & Co., Inc. (WK Dickson) and ECS, we understand that Wayne County would like to remove the two petroleum USTs and two approximate 500-gallon aboveground storage tanks (ASTs) with unknown petroleum. ECS understands that WK Dickson will contract the removal contractor and ECS will provide sampling and reporting services associated with the removals/closures.

On December 31, 2021, Mr. Jason Elliot provided ECS a Report of Limited Site Investigation completed by Terracon and dated December 29, 2021. Based on the information provided, two samples were collected outside of the concrete area (on the apron) associated with Area 1, and four soil samples were collected outside of the concrete area (on the apron) associated with Area 2. Area 1 is located on the northern portion of the apron and it contains two USTs, two ASTs, and dispensers. The USTs, two ASTs, and

dispensers in Area I are proposed to be removed from the site during the construction of the new apron. Area 2 contains four ASTs and associated dispensers that are proposed to remain on the site following construction.

Soil samples from each area contained soils at concentrations exceeding the Soil-to-Water Maximum Soil Contamination Concentrations (MSCCs). Based on the results, a release has occurred in each area and Wayne Executive Airport should provide the information to NCDEQ for review. Wayne Executive Airport must take actions to prevent any further release to the environment. Also, NCDEQ will likely require a Limited Site Assessment (LSA) in each area to determine if the soils have impacted the groundwater and to determine an appropriate risk classification for the site. If additional sources/leaks are identified during the removal of the USTs and ASTs in Area 1, additional monitoring wells maybe required as part of the LSA.

ECS understands that WK Dickson is requesting that ECS provide a proposal to conduct environmental consulting services associated with the proposed Area 1 UST and AST closure activities including the minimum 30-day pre-closure notification to the NCDEQ, documentation of UST Closure activities, collection of UST closure samples, and UST Closure reporting. WK Dickson also requested that we include the cost to conduct LSAs in both areas and attend a pre-construction meeting.

SCOPE OF SERVICES

Regulatory Notification and Safety

- ECS will prepare a health and safety plan (HASP) for the proposed activities. The HASP will be prepared to cover ECS employees.
- ECS will contact a public utility locating company (NC 811) to identify and mark underground utilities. Public utility clearance requires 72-hour notification prior to the start of the field activities. Please note that public utility location typically will only mark utilities from utility easements to the associated meters. Public utility location will typically not mark private underground utility lines;
- ECS will contract a private utility locating company to mark private underground utilities as well as conducting ground-penetrating radar (GPR) to mark the outline of the USTs and subsurface piping.
- ECS will prepare a Notice of Intent (for permanent UST closure) (NCDEQ Form UST-3) for submittal to NCDEQ. This must be submitted a minimum 30-days prior to the initiation of scheduled closure activities.

UST Closures Activities

Based on our understanding of the project information, ECS proposes the following scope of services:

- ECS will provide a Project Professional to observe and document the removal of a 6,000-gallon Aviation Kerosene UST, a 10,000-gallon Gasoline UST, and two approximate 500-gallon ASTs which held an unknown petroleum product by the WK Dickson's subcontractor. Following the removal, ECS will collect UST closure soil samples and samples below the ASTs.
- WK Dickson's subcontractor will obtain necessary permits and notify the local fire marshal prior to the commencement of site activities.
- Prior to the removal of the USTs and ASTs, WK Dickson's subcontractor will utilize a vacuum truck to pump residual non-hazardous liquids from the USTs and ASTs prior to their removal. The liquids will be manifested and transported offsite for disposal by WK Dickson's subcontractor.
- WK Dickson's subcontractor will check for explosive vapors within the USTs and ASTs prior to removal.
- WK Dickson's subcontractor will transport and dispose of the USTs and ASTs at an offsite disposal facility. Manifests and certificates of disposal will be provided to ECS for inclusion in reporting.



Soil Sampling – USTs Being Removed, Product Lines, and Fuel Dispensers

- In accordance with the NCDEQ UST *Guidelines for Site Checks, Tank Closure, and Initial Response and Abatement and Abatement for UST releases* dated March 17, 2021 Version Change 11 – 2021, soil samples must be collected underneath all product lines, dispensers, containment sumps, fill port/spill buckets, and other areas where contamination is suspected or observed (Note: This includes areas of suspected surface spills immediately beneath removed paving or other surface cover (asphalt, concrete, etc.)). After the UST(s) have been removed, and before excavating deeper, samples must be collected in the excavation pit directly beneath the mid-line location of the former tanks. The number of samples required depends on the length (longest dimension) of the tank. These samples should be collected at evenly spaced intervals along the length of the tank, no deeper than two feet into the native soil, as follows:
 - Less than 6 feet ----- 1 sample
 - 6 to 20 feet ----- 2 samples
 - >20 to 30 feet ----- 3 samples
 - >30 to 40 feet ----- 4 samples
 - >40 to 50 feet ----- 5 samples
 - Greater than 50 feet ----- 1 sample per 10 ft. of tank length
- Based on the aforementioned regulatory requirements and ECS' understanding of site conditions, ECS estimates the following soil samples will be collected; up to two (2) soil samples (one per UST) below the spill bucket/fill port of the assume gasoline/aviation fuel/kerosene USTs; up to four (4) soil samples will be collected from beneath the two USTs (2 per UST) being removed, up to ten (10) soil samples from beneath the product lines (estimate up to 100 feet of product piping), and two (2) soil samples from beneath the dispensers (one per dispenser). Note: if the UST basins are backfilled with stone/gravel to below the concrete surface and not soil, no samples will be required below the fill ports/spill buckets.
- ECS will also collect two (2) soil samples below the ASTs.

Laboratory Analysis

- Based on the above, ECS estimates that **9** closure soil samples (1 below spill bucket/fill port; 2 below the UST; 5 below the product piping; and 1 below the dispensers) associated with the 6,000-gallon Kerosene Aviation UST systems will be submitted to a North Carolina certified laboratory to be analyzed for total petroleum hydrocarbons – gasoline range organics (TPH-GRO) using method 5030/8015 and total petroleum hydrocarbons – diesel range organics (TPH-DRO) using method 3550/8015.
- Based on the above, ECS estimates that **9** closure soil samples (1 below spill bucket/fill port; 2 below the UST; 5 below the product piping; and 1 below the dispensers) associated with the 10,000-gallon Gasoline UST systems will be submitted to a North Carolina certified laboratory to be analyzed for TPH-GRO) using method 5030/8015.
- Based on the above, ECS estimates that **4** (2 below each AST) soil samples will be collected below each of the two approximate 500-gallon ASTs and will be submitted to a North Carolina certified laboratory to be analyzed for TPH-DRO and TPH-GRO.



LSA Activities

- ECS will observe the advancement of at least two borings (MW-1 and MW-2) by a North Carolina certified well contractor utilizing direct push technology (DPT). One boring will be located in Area 1 and one boring will be located in Area 2, in the vicinity of the impacted soils. The soil borings will be advanced to a depth of up to 15 feet below ground surface (bgs), refusal, or five feet below groundwater, whichever is encountered first.
- ECS will provide an environmental professional to collect soils continuously in five-foot intervals from the ground surface to the termination depth of the soil borings. The soils will be screened in the field for volatile organic vapors using a photoionization detector (PID).
- A soil sample will be collected at the depths of the previous soil samples SS-1A and SS-3A which were collected at depths ranging between approximately the surface and two feet bgs. Also, an additional sample will be collected at SS-1A at just above the groundwater table (estimated six feet bgs). Due to groundwater located at approximate three feet bgs at Area 2, no additional soils samples will be collected in this area. The soil samples (three samples) will be submitted to a North Carolina certified laboratory and analyzed for Volatile Organic Compounds (VOCs) by EPA Method 8260, Semi-Volatile Organic Compounds (SVOCs) by EPA Method 8270, and Volatile Petroleum Hydrocarbons (VPH) and Extractable Petroleum Hydrocarbons (EPH) by MADEP Methods by Massachusetts Department of Environmental Protection (MADEP) Methods.
- Following the collection of the soil samples, the driller will advance the boring approximately five feet below the groundwater table utilizing hollow stem augers. A permanent 2-inch diameter PVC monitoring well will be constructed within the boring. The well will be completed with 5 to 10 feet section of screen and PVC riser pipe to the ground surface. Clean silica sand will be placed from the bottom of the boring to above the top of well screen, followed by a minimum of 1-foot thick bentonite seal and grout to the surface. The well will be secured with a locking expansion plug, metal flush mount manhole cover and concrete pad.
- After installation, the well will be developed in order to flush out sediment that may have entered the wells and to allow "fresh" groundwater to flow into the well.
- One groundwater sample will be collected from each newly installed monitoring well using a peristaltic pump or new disposable polyethylene bailer and appropriately packaged in laboratory supplied/preserved containers. The groundwater samples will be submitted to a North Carolina certified laboratory and analyzed for VOCs by EPA Method 8260, SVOCs by EPA Method 8270, and VPH and EPH by MADEP Methods by MADEP Methods.
- ECS will also complete a receptor survey of properties located within 1,000 feet of the source area.

Reporting

- Upon receipt of final laboratory results, ECS will prepare a UST Closure Report that documents the field activities, the results obtained and our conclusions and recommendations. Results of the closure soil sampling will be compared to the NCDEQ Action Levels of 50 milligrams per Kilogram (mg/Kg) for TPH-GRO and 100 mg/Kg for TPH-DRO. ECS will also prepare LSA reports for each area describing our activities, the results obtained, and our conclusions and recommendations. Soil quality results obtained from the assessment will be compared to the lower of the Soil to Groundwater and the Residential Maximum Soil Contaminant Concentrations (MSCCs). Groundwater quality results obtained from the assessment will be compared to the North Carolina 2L Groundwater Quality Standards (NC2LGWQS). The report will be signed and sealed by a North Carolina Professional Geologist or Engineer.



ESTIMATED FEES (CLEAN CLOSURE)

ECS will provide the proposed scope of services for the following estimated cost. This estimated fee is based on the following rates:

Task 1 - UST Closure Activities**ECS Services**

• Project Management, HASP, Complete and submit GW/UST-3 Form	\$1,750.00
• Attend Pre-Construction Meeting	\$1,000.00
• Roundtrip Mobilization	\$250.00
• ECS Field Activities: 3 days @ \$1,500/day	\$4,500.00
• Field Screening Equipment: 3 days @ \$100/day	\$300.00
• UST Closure Report	\$2,500.00
Subtotal	\$10,300.00

Subcontracted Services

• Private Utility Locate	\$1,200.00
Subtotal	\$1,200.00

Laboratory Services

• Up to 22 samples for TPH-GRO @ \$50/sample:	\$1,100.00
• Up to 13 samples for TPH- DRO @ \$50/sample:	\$650.00
Subtotal	\$1,750.00

Task 1 - Total Estimated Fee\$13,250.00

Task 2 - Limited Site Assessment Activities**ECS Services**

• Additional Project Management	\$1,000.00
• ECS Field Activities: 2 days @ \$1,500/day	\$3,000.00
• Field Screening Equipment: 2 days @ \$200/day	\$400.00
• LSA Reports: 2 reports @ \$1,500/each	\$3,000.00
Subtotal	\$7,400.00

Subcontracted Services

• Private Utility Locate: \$1,200/day	if required
• Drill Rig/Crew Mobilization	\$500.00
• Geoprobe Daily Rate: 1 day @ \$2,200/day	\$2,200.00
• Monitoring Well Installation: estimate 30 feet @ \$15/foot	\$450.00
• Well Completion: 2 wells @ \$120/each	\$240.00
Subtotal	\$3,390.00

Laboratory Services

• Soil Samples for VOCs, SVOCs, EPH & VPH: 3 samples @ \$550/sample	\$1,650.00
• Groundwater Samples for VOCs, SVOCs, EPH & VPH: 2 samples @ \$550/sample	\$1,100.00
Subtotal	\$2,750.00

Task 2 Total Estimated Fee\$13,540.00

Task 1 & 2 Total Estimated Fee\$26,790.00



* If petroleum-impacted soil is encountered, the NCDEQ policies and guidelines require that the soil be removed and disposed and risk-based confirmation (over-excavation) soil samples collected following excavation. Risk-based analysis required for gasoline UST releases include volatile organic compounds (VOCs) by EPA Method 8260B and volatile petroleum hydrocarbons (VPH) using the MADEP Method. Risk-based analysis required for kerosene releases include VOCs and VPH using the above referenced methods, and semi-volatile organic compounds (SVOCs) using EPA Method 8270D and extractable petroleum hydrocarbons (EPH) using the MADEP Method. If petroleum-impacted soil is encountered and an initial abatement soil excavation is conducted, over-excavation soil samples will be collected per the methods above and their results will be compared to the lower of the Soil to Groundwater Maximum Soil Contaminant Concentrations (MSCCs) and the Residential MSCCs. ECS' estimated cost estimate for these services (up to two releases) are as follows:

OPTIONAL SCOPE OF SERVICES

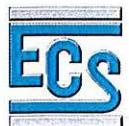
- ECS will provide a Project Professional to observe and document the impacted soil removal by the subcontractor and collect over-excavation soil samples.
- In order to assist the onsite personnel in removing the impacted soils, the ECS environmental professional will screen soils in the field for relative levels of volatile organic vapors using a photo-ionization detector (PID) or similar device, as well as evaluate for evidence of petroleum odors, staining, etc.
- The impacted soil excavated for disposal will be manifested and transported offsite to a certified soil disposal facility. Weight tickets will be provided to track the amount of impacted soil removed from the excavation.
- If and after field screening indicates that the apparent impacted soils have been excavated, ECS will collect over-excavation soil samples from the base and sidewalls of the excavations. ECS estimates up to 10 soil samples associated with the over-excavation will be collected and submitted to a North Carolina certified laboratory to be analyzed for VOCs using EPA Methods 8260, SVOCs using EPA Method 8270 and EPH and VPH using the Massachusetts Department of Environmental Protection (MADEP) Methods. ECS will also collect a soil sample from each of the estimated two areas for disposal purposes and have each of these samples analyzed for TPH-GRO and TPH DRO.
- After receipt of final laboratory results and waste disposal manifests, ECS will prepare an Initial Abatement Action Report that documents the field activities, the results obtained and our conclusions and recommendations. Formal notification of release document should also be completed and forwarded to the North Carolina Department of Environmental Quality (NCDEQ), UST Section.

ESTIMATED FEES (RELEASES FROM UP TO 2 LOCATIONS)

ECS will provide the proposed scope of services for the following estimated cost. This estimated fee is based on the following rates:

ECS Field Services

• ECS Field Activities: 2 days for Impacted Soil Removal @ \$1,500/day	\$3,000.00
• Field Screening Equipment: 2 days @ \$100/day	\$200.00
• Sampling Supplies	<u>\$300.00</u>
Subtotal	\$3,500.00



Laboratory Services

- Soil Samples for VOCs, SVOCs, EPH & VPH: 10 samples @ \$550/sample \$5,500.00
- Soil Sample for TPH-DRO & TPH-GRO: 2 sample @ \$100/sample \$200.00
- Subtotal \$5,700.00**

Additional Project Management and Reporting

- Project Management \$1,000.00
- Initial Abatement Action Report \$2,000.00
- Subtotal \$3,000.00**

Total Estimated Fee \$12,200.00

PROPOSAL ASSUMPTIONS

- Prices presented herein are valid for 60 days from the date of this proposal;
- Prices are based on performing work on a non-holiday weekday during normal business hours (7:00am – 5:00pm, Monday – Friday);
- Pricing is based on a clean closure; i.e. there has not been a release from the UST systems;
- Contractor will expose product lines prior to soil sampling;
- The length of product line runs are estimated as stated above. If additional footage of piping is encountered and/or piping are within separate trenches, additional closure samples may be required;
- The number of dispensers to be closed has been estimated to be 2 dispensers. If additional dispensers are removed, additional closure samples will be required;
- Three days have been allotted to complete observation and documentation of UST/AST closure activities and associated soil sampling;
- Price assumes only two monitoring wells will be required during the LSA activities;
- Laboratory pricing for analysis of soil samples are based on standard turnaround time (approximately 5-7 business days). Should expedited analysis be requested, it will be billed at the following rates:
 - 48 hour turnaround: cost x 2.5
 - 72 hour turnaround: cost x 2.25
- Additional project work not specifically addressed by this proposal shall be charged at a time and materials rate. Additional work, if required, shall be authorized by the client prior to initiation.

SCHEDULE OF WORK

ECS will complete the Notice of Intent form (NCDEQ Form UST-3) and submit it to you for signature within approximately 5 business days of receiving your written authorization to proceed. The NCDEQ requires a minimum 30-day notice before the USTs may be removed. ECS estimates the UST Closure fieldwork may require up to three days to complete. Laboratory soil analytical results will be available within approximately 5 to 7 business days of receipt of samples by the laboratory; however, these analyses can be expedited for additional fees. We will provide you with verbal results as soon as they are available. ECS estimates the LSA fieldwork may require up to two days to complete. Laboratory soil analytical results will be available within approximately 5 to 7 business days of receipt of samples by the laboratory; however, these analyses can be expedited for additional fees. We will provide you with verbal results as soon as they are available. The written reports will be submitted within approximately one to two weeks



January 11, 2022

ECS SOUTHEAST, LLP

of our receipt of the laboratory results. Please note that we cannot begin our field activities until we receive your written authorization.

AUTHORIZATION

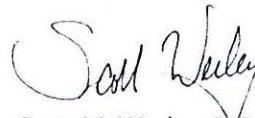
We are pleased to have the opportunity to offer our services and look forward to working with you on this project. If you have questions or comments concerning the contents of the enclosed documents or other related topics, please feel free to contact us.

Respectfully submitted,

ECS SOUTHEAST, LLP



Travis L. O'Quinn
Environmental Project Manager
tloquinn@ecslimited.com



Scott M. Werley, P.G.
Principal Geologist
swerley@ecslimited.com

Attachments: ~~Proposal Acceptance Form~~



County of Wayne



CONFLICT OF INTEREST POLICY

Approved by the Board of Commissioners on June 19, 2018
Amended February 15, 2022

I. Purpose

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by state and federal funds. This policy is required under North Carolina state procurement regulations as well as 2 C.F.R. § 200.318(c)(1).

II. Policy

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal or state financial assistance (direct or reimbursed). This policy also applies to any subrecipient of said funds.

The employee responsible for managing the federal or state financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including sub recipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the County of Wayne may participate directly or indirectly in the selection, award, or administration of a contract supported by a state or federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, or agent involved in the selection, award, or administration of a contract;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor in writing. Any such conflict shall be disclosed in writing to the award agency or pass-through entity in accordance with applicable policy of the awarding agency.

B. Gifts. In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of the County of Wayne are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value valued at less than \$25.00 which fall into one of the following categories may be accepted:

1. Promotional items;
2. Honorariums for participation in meetings; or
3. Meals furnished at banquets.

Any officer, employee or agent who knowingly accepts an item of nominal value allowed under this policy shall report the item to his or her immediate supervisor.

III. Violation

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.

SUMMARY OF CHANGES TO WAYNE COUNTY CONFLICT OF INTEREST POLICY

Section I proposed changes:

The purpose of this policy is to establish conflicts of interest guidelines that meet or exceed the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal **and state** funds. ~~and~~ **This policy is** required under 2 C.F.R. § 200.318(c)(1) **as well as North Carolina state procurement regulations.**

Section II proposed changes:

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal **and state** financial assistance (direct or reimbursed). This policy also applies to any subrecipient of the funds.

The employee responsible for managing the federal **and state** financial assistance award shall review the notice of award to identify any additional conflicts of interest prohibitions or requirements associated with the award, and shall notify all employees, officers, and agents, including sub recipients, of the requirements of this policy and any additional prohibitions or requirements.

A. Conflicts of Interest. In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of the County of Wayne may participate directly or indirectly in the selection, award, or administration of a contract supported by a federal **or state** award if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. The employee, officer, or agent involved in the selection, award, or administration of a contract;
2. Any member of his or her immediate family;
3. His or her partner; or
4. An organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor **in writing**. Any such conflict shall be disclosed in writing to the federal award agency or pass-through entity in accordance with applicable Federal awarding agency policy.

Carol Bowden

From: Craig Honeycutt
Sent: Tuesday, February 8, 2022 12:57 PM
To: WC - Commissioners
Cc: 'Stephens, John B'
Subject: Working Relations Workshop - February 15
Attachments: Wayne County Commissioners - working relationships - draft agenda.-2.4.22-for Feb15.docx

Commissioners – below is an email from John Stephens from the UNC School of Government. In working with the Chair, we wanted to try and get someone from the School of Government to come to our goal setting retreat on January 28th, but the retreat was packed and we would not have had the time necessary to devote to this discussion. The Chair stated that this was done years ago when he was first elected, and with Board of five new members that this would be a good opportunity for us to do this.

This would be after our meeting next Tuesday, we would recess and then go straight into the workshop – which should last about 90 minutes. If you would like to talk with John directly or have questions, please let me know or his information is below to either email or call. Also attached is the draft agenda (we can make changes if you have concerns).

Hello, I'm John Stephens a teacher at the UNC School of Government. I am glad to be your facilitator for the February 15th session, Wayne County Commissioners' Working Relationships: Strengths and Areas to Improve.

I have attached a draft agenda for your review. The session follows your regular Commission meeting that morning. Craig Honeycutt has told me about the kinds of topics to consider in our session, which will be about 90 minutes in length.

My commitment, consistent with the School of Government's values, is to support a conversation productive from everyone's perspectives. Thus, if you have questions or suggestions about the agenda or how I can best facilitate the session, please contact me directly:

stephens@soq.unc.edu or (919) 962-5190.

I look forward to being with you on February 15th.

*Sincerely,
John B. Stephens
<http://www.sog.unc.edu/about/faculty-and-staff/john-b-stephens>*

Craig F. Honeycutt
County Manager
Wayne County
224 E. Walnut Street
Goldsboro, NC 27530

W – 919-731-1435
F – 919-731-1446
C – 919-223-4885

DRAFT AGENDA

Wayne County Commissioners

Working Relationships: Strengths and Areas to Improve

February 15, 2022

J.B. Stephens, Facilitator, School of Government

1. Goals:
 - a) Explore factors which affect commissioners' working relationships
 - b) Examine expectations for cooperation and independence among members
 - c) Identify possible steps to maintain/improve good working relationships
2. Experiences of Working Effectively in a Group
Think of a time you were part of a very effective team..... (in any setting)
 - a) What was that like?
 - b) What made it possible?
3. Commission Working Relationships
 - a) *If you heard people in the community talking about how the Commission does its work, what would you like to hear?*
 - b) Factors which affect working relationships
4. Public Values and Commissioners' Interactions
Handout: Public Values Compass
5. Components and experiences of working together effectively
 - a) Mission, Values, Goals - <https://www.waynegov.com/499/Mission-Statement>
 - b) FY 21-22 budget – major construction projects and a tax increase
 - c) Other areas
6. Commission meetings
 - a) Agenda development
 - b) How topics are discussed
 - c) Timing of votes/decisions
7. Possible steps to maintain/improve good working relationships
8. Adjourn