



# COUNTY OF DARE

PO Box 1000. Manteo. NC 27954

## DARE COUNTY BOARD OF COMMISSIONERS

Dare County Administration Building  
954 Marshall C. Collins Dr., Manteo, NC

**Monday, March 05, 2018**

**“HOW WILL THESE DECISIONS IMPACT OUR CHILDREN AND FAMILIES?”**

### AGENDA

- 9:00 AM**            **CONVENE, PRAYER, PLEDGE OF ALLEGIANCE**
- ITEM 1**            Opening Remarks - Chairman's Update
- ITEM 2**            Presentation of County Service Pins
- ITEM 3**            Employee of the Month
- ITEM 4**            Public Comments
- ITEM 5**            Proclamation - American Red Cross Month
- ITEM 6**            Report from the North Carolina Coastal Federation
- ITEM 7**            NC Cooperative Extension - Report to the People
- ITEM 8**            Five Year General Fund Financial Projection
- ITEM 9**            Revised Resolution - Indicating the Date of the Hatteras Village Voter Referendum
- ITEM 10**          Consent Agenda
1. Approval of Minutes (02.20.18)
2. Government Education Access Channels 2018-2019 Proposed Budget
- ITEM 11**          Board Appointments
1. Community Advisory Committee for Long-Term Care Facilities
2. Juvenile Crime Prevention Council
3. Upcoming Board Appointments
- ITEM 12**          Commissioners' Business & Manager's/Attorney's Business

ADJOURN UNTIL 5:00 P.M. ON MARCH 19, 2018



*Opening Remarks - Chairman's Update*

**Description**

Dare County Chairman Robert Woodard will make opening remarks.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Chairman Robert Woodard



*Presentation of County Service Pins - March 2018*

**Description**

The following employees are scheduled to receive service pins this month:

1. Matthew Cartwright, Emergency Medical Technician Intermediate, 10 Year Pin
2. Erika Griffin, Emergency Medical Technician Lieutenant, 10 Year Pin
3. Anna Gallop, Senior Accounting Technician, 10 Year Pin
4. Cynthia Crabtree, Senior Income Maintenance Caseworker, 15 Year Pin
5. Charles Earley, Emergency Medical Technician Lieutenant, 30 Year Pin

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager

March 5, 2018

## **Presentation of County Service Pins**

1. Matthew Cartwright, Emergency Medical Technician Intermediate, 10 Year Pin  
- Presented by Jenny Collins
  
2. Erika Griffin, Emergency Medical Technician Lieutenant, 10 Year Pin  
- Presented by Jenny Collins
  
3. Anna Gallop, Senior Accounting Technician, 10 Year Pin  
- Presented by Tammy Reber
  
4. Cynthia Crabtree, Senior Income Maintenance Caseworker, 15 Year Pin  
- Presented by Willer Spencer
  
5. Charles Earley, Emergency Medical Technician Lieutenant, 30 Year Pin  
- Presented by Jenny Collins



*Employee of the Month*

**Description**

The Employee of the Month certificate will be presented.

**Board Action Requested**

None

**Item Presenter**

To Be Determined



*Public Comments*

**Description**

The Board of Commissioners will provide time on the agenda for Public Comments. Each regularly scheduled meeting begins with an opportunity for anyone to speak directly to the entire Board of Commissioners for up to five minutes on any topic or item of concern.

In an effort to encourage public participation, the Board accepts public comments from 2 locations - - -

- Public Comments can be made at the Commissioners Meeting Room in Manteo.
- Public Comments can be made via a video link at the Fessenden Center in Buxton.

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*Proclamation - American Red Cross Month*

**Description**

During the month of March, the American Red Cross seeks to recognize the volunteers and donors who are the heroes that help people in need in Dare County. The Board of Commissioners is asked to proclaim March as American Red Cross Month to applaud the heroes in Dare County who deliver help and hope during disasters.

**Board Action Requested**

Issue Proclamation

**Item Presenter**

Carolyn Self, Community Volunteer Leader, Greater Albemarle Area of the American Red Cross



**A PROCLAMATION  
AMERICAN RED CROSS MONTH 2018**

**WHEREAS**, the American Red Cross saw a record-breaking year in 2017 of challenging domestic and international response efforts; and

**WHEREAS**, through the support of its volunteers, in just 45 days, the Red Cross responded to six of the largest and most complex disasters of 2017 including back-to-back hurricanes, the deadliest week of wildfires in California history, and the horrific mass shooting in Las Vegas; and

**WHEREAS**, in addition, the Red Cross responded to nearly 50,000 home fires in 2017, providing casework assistance to help 76,000 families recover; and

**WHEREAS**, March is American Red Cross Month, a special time to recognize and thank the Red Cross volunteers and donors as local heroes who give of their time and resources to help members of the community; and

**WHEREAS**, the Red Cross depends on these local heroes to deliver help and hope during a disaster. And, we applaud our heroes here in Dare County who give of themselves to assist their neighbors when they need a helping hand; and

**WHEREAS**, across the country and around the world, the American Red Cross responds to disasters big and small. It collects about 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration; and

**WHEREAS**, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

**NOW, THEREFORE, BE IT RESOLVED**, that the Dare County Board of Commissioners hereby proclaims March 2018 as American Red Cross Month and encourages all Americans to support this organization and its noble humanitarian mission.

This the 5<sup>th</sup> day of March, 2018

---

Robert Woodard, Chairman

Attest:

---

Gary Lee Gross, Clerk to the Board





*Report from the North Carolina Coastal Federation*

**Description**

The North Carolina Coastal Federation appreciates the leadership of the Dare County Board of Commissioners in the community's effort to oppose offshore drilling. The Federation will provide a recap of the recent Rally to Raleigh and outline steps to be taken in the effort to safeguard Dare County's shoreline.

**Board Action Requested**

None - Information Presentation

**Item Presenter**

Erin Fleckenstein & Michael Flynn, North Carolina Coastal Federation



*NC Cooperative Extension, Dare County Center Report to the People*

**Description**

Short presentation illustrating Extension's 2017 accomplishments.

**Board Action Requested**

Short presentation illustrating Extension's 2017 accomplishments.

**Item Presenter**

Shannon Brooks, County Extension Director

## NC Cooperative Extension Impacts in Dare County 2017

We are a university-based catalyst for progress with educational centers in every county in North Carolina and the Eastern Band of Cherokee Indians. We address local issues with research-based knowledge and resources creating opportunities and empowering people to collaboratively solve problems through service, education and life-long learning.



- 103 Volunteers
- 7,213 Hours of Service
- 10,925 Contacts
- \$174,122.00 Economic Value



- 62 Educational Programs
- Horticulture
- Family & Consumer Sciences
- 4-H Youth Leadership



- 3.5 Staff
- 11,325 Contacts

**Thank you for your support of NC Cooperative Extension in Dare County!**

Shannon Brooks, County Extension Director and Horticulture Agent  
Dee Furlough, Family & Consumer Science Agent for Dare and Tyrrell Counties  
Jenny Thompson, Program Assistant  
Donna Hanusik, Administrative Assistant  
Introducing in 2018 - Paige Fuselier, 4-H Agent



## NC Cooperative Extension Highlights 2017

- **NC Cooperative Extension continues to expand its programming through strong partnerships** with numerous organizations such as Mano al Hermano; The Elizabethan Gardens; PATH homeschool cooperative, the towns of Manteo and Kill Devil Hills; the Dunes of Dare Garden Club; five local community gardens; the neighboring counties of Tyrrell, Currituck, Camden, and Pasquotank; and numerous Dare County entities such as Dare County Libraries, Thomas A. Baum Senior Center, the Dare Center, and more.
- **Family & Consumer Science** education included subjects such as Diabetic Workshops, Freezer Meals 101, Healthy Soups, Food Preservation, Med Instead of Meds, Christmas Cookies, and hosting the Dare Days Homemade Foods contest.
- **The Extension Community Association (ECA)** works to strengthen families through leadership development and volunteerism. In 2017, 12 members provided over 536 hours of service to Dare County.
- **Horticulture programming for homeowners** continues to focus on topics that save people money, help our environment, and preserve our beautiful landscape. Topics this year included Storm Survivors, Coastal Gardening, Composting, Native Plants, Turf Management, and more. **Horticultural programming for commercial and public entities** continues with consultations, and in cooperation with the North Carolina Department of Agriculture and Consumer Sciences, the horticulture program continues to provide Pesticide Testing, Pesticide Collections, and regional workshops for licensing credits. Soil testing; weed and insect identification; nematode and disease testing, and more are all available.
- **Dare County Master Gardeners** welcomed 7 newly certified volunteers. Volunteers expanded their audience through programming on local television; in library teaching programs from Corolla to Buxton; hosting annual events such as the Coastal Gardening Festival attended by over 1,500 each spring; and maintaining a first-rate Arboretum & Teaching Garden visited by thousands of people each year.
- **The 4-H Clubs**, in conjunction with PATH and Mano al Hermano, offered hands-on learning opportunities in horticulture, agriculture, mechanics, and other STEM topics. State and regional events for kids included District Activity Day in Martin County and a week-long State 4-H Camp in Reidsville, NC.

NC State University and N.C. A&T State University commit themselves to positive action to secure equal opportunity and prohibit discrimination and harassment regardless of age, color, disability, family and marital status, genetic information, national origin, political beliefs, race, religion, sexual identity (including pregnancy) and veteran status. NC State, N.C. A&T, U.S. Department of Agriculture, and local governments cooperating.





*Five Year General Fund Financial Projection*

**Description**

As a beginning to budget season, the Board will be presented with the County's third Five Year General Fund Financial Projection.

Please see the attached Item Summary (2 pages)

**Board Action Requested**

None - Report Only

**Item Presenter**

David Clawson, Finance Director

## **Item Summary: Five Year General Fund Financial Projection**

Preparing a five year financial projection has been recognized as a best practice and credit ratings positive. Dare County has done Five Year General Fund Financial Projections in 2015 and 2016 which were mentioned as a factor in Standard & Poor's debt rating upgrade of the County on February 16, 2016.

Following this summary is Dare's third Five Year General Fund Projection, consisting of:

1. Five year financial projection showing:
  - o Funding sources by character and expenditures by function;
  - o Projected ending fund balances and those fund balances as a percentage of total expenditures; and
  - o Projected debt principal payments and ending outstanding debt;
2. Five year financial projection showing each category's percentage of total funding sources or total expenditures;
3. Assumptions and notes; and
4. Debt projection.

Dare County participated in a GASB Field Test in 2012 for Financial Projections and Economic Conditions Reporting. Most of this projection is based upon the methods and reporting structure of that field test. The projection is budget based, using the original 2018 budget and the planned 2019 budget as the starting points.

### **Assumptions**

- The projection includes current service levels and new budget items or plans for future budgets in the 2018 or 2019 budgets. Examples are the Salary Study recommendations, the plan for EMS expansion, and the new school funding formula.
- Funding sources have been conservatively projected generally using the lower of 3, 5 or 10 year growth rates.
- Several funding sources are specifically projected, for example, declining federal payments in lieu of taxes.
- Expenditures were projected by function, except for salaries and fringes.
  - o Expenditures generally use 5 year growth rates unless budget or program changes dictate otherwise.
  - o Salaries were projected using Salary Study recommendations assuming merit of 1.25% and COLAs at estimated CPI of 2.0% for an annual increase of 3.25%.
  - o Fringes were projected using the salaries % rate except for retirement at 3.57% (from known future rate increases), and health costs at a historical 7.0%.
- Debt and debt service were projected using existing debt schedules, projected vehicle replacement financings, and debt projects approved in the 2018 CIP.

## **Item Summary: Five Year General Fund Financial Projection**

Page 2

### **Conclusions from the Five Year General Fund Financial Projection**

- Due to the planned use of fund balance in 2019, total fund balance may decline from 32.8% of expenditures to 31.7% at the end of FY 2019.
- If
  - Revenues perform at the modest growth rates assumed and expenditures grow at rates equaling current trends – 7% for health, 5% for EMS salaries & fringes, 5.5% for Public Safety, 6.5% for Economic and Physical Development, and 4.45% for Cultural and Recreational; and
  - Expenditures perform at 3.5% below budget instead of the historical 5 year average of 4.045% or the 10 year average of 4.505%;
- Then
  - Modest deficits in 2020, 2021 and 2022 may occur. Projected amounts are:

▪ 2020	\$175,000	0.16%
▪ 2021	\$1,820,000	1.60%
▪ 2022	\$1,349,000	1.17%
- Debt service as a percentage of total expenditures, a major ratings factor, decreases from 17.11% to 11.40%.
  - Anything below 15% is a significant ratings positive.
- Outstanding debt is scheduled to decrease from \$95.6 million to \$46.6 million.

**County of Dare, North Carolina**  
**Five Year General Fund Financial Projection**

	2017 Actual	2018 Original Budget	2019 Planned Budget	Projection		
				2020	2021	2022
<b>Funding Sources</b>						
Ad valorem taxes	\$ 56,486,678	\$ 62,454,740	\$ 62,908,275	\$ 63,537,232	\$ 63,541,032	\$ 63,549,982
Other taxes	23,743,007	24,253,505	24,440,957	25,218,284	26,020,650	26,848,867
Unrestricted intergovernmental	1,327,251	1,081,750	1,078,750	1,105,358	1,133,129	1,162,105
Restricted intergovernmental - General	1,249,832	1,242,570	995,966	973,959	951,964	929,983
Restricted intergovernmental - DSS	4,003,843	4,160,500	4,237,185	4,374,894	4,517,078	4,663,883
Restricted intergovernmental - Health	636,068	538,517	538,517	540,833	543,158	545,494
Interest earnings	253,740	318,250	329,550	364,825	415,100	465,375
Other revenue	715,373	581,240	581,604	582,127	586,127	590,127
Permits & fees	2,345,287	2,416,902	2,457,580	2,543,569	2,632,594	2,724,735
Sales & services	8,744,768	8,235,428	8,269,337	8,578,435	8,858,826	9,189,705
Debt proceeds	933,792	1,459,336	1,364,404	1,250,000	1,275,000	1,300,000
Transfers in (funds & CU's)	2,985,791	2,895,244	2,957,806	3,075,586	3,609,665	3,415,395
Appropriated fund balance	-	-	2,682,905	-	-	-
<b>Total Funding Sources</b>	<b>103,425,430</b>	<b>109,637,982</b>	<b>112,842,836</b>	<b>112,145,102</b>	<b>114,084,323</b>	<b>115,385,651</b>
<b>Expenditures</b>						
General government	9,548,376	11,681,112	11,125,457	11,054,991	11,449,828	11,805,675
Public safety	25,779,608	29,233,898	31,708,403	33,244,863	34,738,036	36,244,744
Economic & physical development	1,185,143	1,351,995	1,299,535	1,329,975	1,389,204	1,451,382
Human services	16,795,762	18,012,709	18,743,770	19,369,435	20,042,433	20,770,860
Cultural & recreational	5,355,967	5,578,519	5,590,903	5,805,829	6,056,213	6,266,096
Environmental protection	2,410,268	2,854,779	2,888,864	3,025,672	3,051,290	3,161,918
Education	22,045,718	23,071,971	23,782,207	23,962,693	24,659,979	25,375,066
Airport	716,532	752,410	783,531	795,676	808,009	820,533
Debt service	17,306,445	17,100,589	16,920,166	16,315,083	16,395,602	13,628,543
<b>Total Expenditures</b>	<b>101,143,819</b>	<b>109,637,982</b>	<b>112,842,836</b>	<b>114,904,216</b>	<b>118,590,593</b>	<b>119,524,818</b>
<b>Funding Sources Over/(Under) Expenditures</b>	<b>\$ 2,281,611</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,759,113)</b>	<b>\$ (4,506,270)</b>	<b>\$ (4,139,167)</b>
Estimated expenditures savings from budget at 3.5%, excluding education, airport, and debt service	-	2,404,955	2,497,493	2,584,077	2,685,445	2,789,524
<b>Funding Sources Over/(Under) Expenditures using projected budget savings</b>	<b>\$ 2,281,611</b>	<b>\$ 2,404,955</b>	<b>\$ 2,497,493</b>	<b>\$ (175,037)</b>	<b>\$ (1,820,825)</b>	<b>\$ (1,349,644)</b>
Above as a % of Revenues				-0.16%	-1.60%	-1.17%
<b>Projected ending fund balance</b>	<b>\$ 33,567,282</b>	<b>\$ 35,972,237</b>	<b>\$ 35,786,825</b>	<b>\$ 35,611,788</b>	<b>\$ 33,790,964</b>	<b>\$ 32,441,320</b>
Total fund balance as a % of expenditures	33.19%	32.81%	31.71%	30.99%	28.49%	27.14%
Debt service as a % of total expenditures	17.11%	15.60%	14.99%	14.20%	13.83%	11.40%
<b>Projection of General Fund Long Term Debt</b>						
Additions - vehicles & equipment	\$ -	\$ 1,459,336	\$ 1,364,404	\$ 1,250,000	\$ 1,275,000	\$ 1,300,000
Additions - other debt from CIP	-	590,000	845,000	7,175,000	-	-
Principal payments	-	13,187,724	13,327,730	12,988,395	13,514,508	11,293,321
<b>Ending long term debt</b>	<b>\$ 95,616,793</b>	<b>\$ 84,478,405</b>	<b>\$ 73,360,079</b>	<b>\$ 68,796,684</b>	<b>\$ 56,557,176</b>	<b>\$ 46,563,855</b>



**County of Dare, North Carolina**  
**Five Year General Fund Financial Projection**

							Projection					
	2017 Actual Dollars	2017 Actual Percentage	2018 Budget Dollars	2018 Budget Percentage	2019 Planned Budget Dollars	2019 Planned Budget Percentage	2020 Dollars	2020 Percentage	2021 Dollars	2021 Percentage	2022 Dollars	2022 Percentage
<b>Funding Sources</b>												
Ad valorem taxes	\$ 56,486,678	54.62%	\$ 62,454,740	56.96%	\$ 62,908,275	55.75%	\$ 63,537,232	56.66%	\$ 63,541,032	55.70%	\$ 63,549,982	55.08%
Other taxes	23,743,007	22.96%	24,253,505	22.12%	24,440,957	21.66%	25,218,284	22.49%	26,020,650	22.81%	26,848,867	23.27%
Unrestricted intergovernmental	1,327,251	1.28%	1,081,750	0.99%	1,078,750	0.96%	1,105,358	0.99%	1,133,129	0.99%	1,162,105	1.01%
Restricted intergovernmental - General	1,249,832	1.21%	1,242,570	1.13%	995,966	0.88%	973,959	0.87%	951,964	0.83%	929,983	0.81%
Restricted intergovernmental - DSS	4,003,843	3.87%	4,160,500	3.79%	4,237,185	3.75%	4,374,894	3.90%	4,517,078	3.96%	4,663,883	4.04%
Restricted intergovernmental - Health	636,068	0.62%	538,517	0.49%	538,517	0.48%	540,833	0.48%	543,158	0.48%	545,494	0.47%
Interest earnings	253,740	0.25%	318,250	0.29%	329,550	0.29%	364,825	0.33%	415,100	0.36%	465,375	0.40%
Other revenue	715,373	0.69%	581,240	0.53%	581,604	0.52%	582,127	0.52%	586,127	0.51%	590,127	0.51%
Permits & fees	2,345,287	2.27%	2,416,902	2.20%	2,457,580	2.18%	2,543,569	2.27%	2,632,594	2.31%	2,724,735	2.36%
Sales & services	8,744,768	8.46%	8,235,428	7.51%	8,269,337	7.33%	8,578,435	7.65%	8,858,826	7.77%	9,189,705	7.96%
Debt proceeds	933,792	0.90%	1,459,336	1.33%	1,364,404	1.21%	1,250,000	1.11%	1,275,000	1.12%	1,300,000	1.13%
Transfers in (funds & CU's)	2,985,791	2.89%	2,895,244	2.64%	2,957,806	2.62%	3,075,586	2.74%	3,609,665	3.16%	3,415,395	2.96%
Appropriated fund balance	-	0.00%	-	0.00%	2,682,905	2.38%	-	0.00%	-	0.00%	-	0.00%
<b>Total Funding Sources</b>	<b>103,425,430</b>		<b>109,637,982</b>		<b>112,842,836</b>		<b>112,145,102</b>		<b>114,084,323</b>		<b>115,385,651</b>	
<b>Expenditures</b>												
General government	9,548,376	9.44%	11,681,112	10.65%	11,125,457	9.86%	11,054,991	9.62%	11,449,828	9.65%	11,805,675	9.88%
Public safety	25,779,608	25.49%	29,233,898	26.66%	31,708,403	28.10%	33,244,863	28.93%	34,738,036	29.29%	36,244,744	30.32%
Economic & physical development	1,185,143	1.17%	1,351,995	1.23%	1,299,535	1.15%	1,329,975	1.16%	1,389,204	1.17%	1,451,382	1.21%
Human services	16,795,762	16.61%	18,012,709	16.43%	18,743,770	16.61%	19,369,435	16.86%	20,042,433	16.90%	20,770,860	17.38%
Cultural & recreational	5,355,967	5.30%	5,578,519	5.09%	5,590,903	4.95%	5,805,829	5.05%	6,056,213	5.11%	6,266,096	5.24%
Environmental protection	2,410,268	2.38%	2,854,779	2.60%	2,888,864	2.56%	3,025,672	2.63%	3,051,290	2.57%	3,161,918	2.65%
Education	22,045,718	21.80%	23,071,971	21.04%	23,782,207	21.08%	23,962,693	20.85%	24,659,979	20.79%	25,375,066	21.23%
Airport	716,532	0.71%	752,410	0.69%	783,531	0.69%	795,676	0.69%	808,009	0.68%	820,533	0.69%
Debt service	17,306,445	17.11%	17,100,589	15.60%	16,920,166	14.99%	16,315,083	14.20%	16,395,602	13.83%	13,628,543	11.40%
<b>Total Expenditures</b>	<b>101,143,819</b>		<b>109,637,982</b>		<b>112,842,836</b>		<b>114,904,216</b>		<b>118,590,593</b>		<b>119,524,818</b>	
<b>Funding Sources Over/(Under) Expenditures</b>	<b>\$ 2,281,611</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ (2,759,113)</b>		<b>\$ (4,506,270)</b>		<b>\$ (4,139,167)</b>	
Estimated expenditures savings from budget at 3.5%, excluding education, airport, and debt service	-		2,404,955		2,497,493		2,584,077		2,685,445		2,789,524	
<b>Funding Sources Over/(Under) Expenditures using budget savings</b>	<b>\$ 2,281,611</b>		<b>\$ 2,404,955</b>		<b>\$ 2,497,493</b>		<b>\$ (175,037)</b>		<b>\$ (1,820,825)</b>		<b>\$ (1,349,644)</b>	
<b>Projected ending fund balance</b>	<b>\$ 33,567,282</b>		<b>\$ 35,972,237</b>		<b>\$ 35,786,825</b>		<b>\$ 35,611,788</b>		<b>\$ 33,790,964</b>		<b>\$ 32,441,320</b>	
Total fund balance as a % of expenditures	33.19%		32.81%		31.71%		30.99%		28.49%		27.14%	
Debt service as a % of total expenditures	17.11%		15.60%		14.99%		14.20%		13.83%		11.40%	

**County of Dare, North Carolina**  
**Five Year General Fund Financial Projection**  
**Assumptions and Notes**

**Projection Basis** Years 2020 through 2022 are projected from the Planned 2019 Budget. Therefore revenues include appropriated fund balance and expenditures do not reflect historical savings below budget. *Expenditures have averaged 4.045% below budget for the last 5 years and 4.505% for the last 10 years. A savings adjustment of 3.5% is used.*

<b>Funding Sources</b>	
<b>Ad valorem taxes</b>	Current year taxes growth from 1.0% annual growth of tax base after 2019. 2018 & 2019 per budget projection. Prior year taxes use small decreases due to recent increased current year collection %'s.
<b>Other taxes</b>	Sales taxes growth at 10 year averages of 3.00% to 3.25%. 2018 & 2019 amounts per budget projection. Occupancy tax growth at 10 year average of 3.75%. 2018 & 2019 amounts per budget projection.
<b>Unrestricted intergovernmental</b>	Growth at 3 year average of 3.75% except for PILT which decreases from \$185,000 to \$160,000. (Lower of 3, 5 or 10 year rate)
<b>Restricted intergovernmental - General</b>	Growth at 5 year average of 0.43%. (Lower of 3, 5 or 10 year rate)
<b>Restricted intergovernmental - DSS</b>	Growth at 5 year average of 0.43%. (Lower of 3, 5 or 10 year rate)
<b>Restricted intergovernmental - Health</b>	Growth at 5 year average of 0.43%. (Lower of 3, 5 or 10 year rate)
<b>Interest earnings</b>	Growth due to expected Federal Reserve short term interest rate increases.
<b>Other revenue</b>	No growth.
<b>Permits &amp; fees</b>	Growth at 5 year average of 3.50%. (Lower of 3, 5 or 10 year rate)
<b>Sales &amp; services</b>	Growth at 3 year average of 3.75% due to HEMS fee change in 2013.
<b>Debt proceeds</b>	Debt proceeds projected for annual vehicle financings. See expenditure note below for Debt Service.
<b>Transfers in (funds &amp; CU's)</b>	Operating transfers projected using fund projection for the Capital Reserve Fund and per the FY 2018 approved Capital Improvements Plan.
<b>Appropriated fund balance</b>	Appropriated fund balance per 2018 budget and 2019 planned budget, then reduced to zero in the projection.

<b>Expenditures</b>	
<b>Salaries and fringes</b>	Expenditures were projected by function except for salaries and fringes. Salaries and FICA growth at 3.25%, consisting of 2.0% for COLA and 1.25% for merit as estimate for Salary Study plan.. EMS projected at 5.0% per 2018 & 2019 budget plan. Retirement growth at 3.57% based upon the above and rates projected by the NC LGERS. Health insurance projected at 10 year average of 7.0%.
<b>General government</b>	Growth at 10 year average of 0.25% rounded up.
<b>Public safety</b>	Growth at 5 year average of 5.50% rounded up.
<b>Economic &amp; physical development</b>	Growth at 5 year average of 6.50% rounded up.
<b>Human services</b>	Growth at 5 year average of 2.75% rounded up.
<b>Cultural &amp; recreational</b>	Growth at 5 year average of 4.45% rounded up.
<b>Environmental protection</b>	Growth at 10 year average of 1.00% rounded up.
<b>Education</b>	Growth at 3 year average of 2.75% due to new school funding formula.
<b>Airport</b>	Growth at 3 year average of 1.55% rounded up.
<b>Debt service</b>	Expenditures done by specific identification for existing debt and then adding debt service for new debt issues per the 2018 CIP. See Debt Projection.

**County of Dare, North Carolina  
Five Year General Debt Projection**

	Projection					
	2017 Actual	2018 Original Budget	2019 Planned Budget	2020	2021	2022
<b>General Fund Debt Only</b>						
Balance, beginning of year		\$ 95,616,793	\$ 84,478,405	\$ 73,360,079	\$ 68,796,684	\$ 56,557,176
Add: principal additions						
FY 2018 vehicle financing		1,459,336				
FY 2019 vehicle financing			1,364,404			
FY 2020 vehicle financing				1,250,000		
FY 2021 vehicle financing					1,275,000	
FY 2022 vehicle financing						1,300,000
<u>Per the FY 2018 adopted CIP:</u>						
S2018 LOBs - Manteo High School		590,000				
Capitalized lease - public safety radios			845,000			
S2020 LOBs - COA				7,175,000		
Less: principal payments		13,187,724	13,327,730	12,988,395	13,514,508	11,293,321
Balance, end of year	\$ 95,616,793	\$ 84,478,405	\$ 73,360,079	\$ 68,796,684	\$ 56,557,176	\$ 46,563,855

Total annual debt service (principal & interest)   \$ 17,306,445   \$ 17,100,583   \$ 16,920,260   \$ 16,315,083   \$ 16,395,602   \$ 13,628,543

Debt service as a % of total expenditures           17.11%           15.60%           14.99%           14.20%           13.83%           11.40%



***Revised Resolution - Indicating the Date of the Hatteras Village Voter Referendum***

**Description**

On December 4, 2017 the Board of Commissioners, in response to a request from the Hatteras Village Community Center District (HVCCD) Tax Trustees, adopted a resolution calling for an election to be conducted by the Board of Elections in the Hatteras voting precinct for the purpose of submitting to voters therein the single issue of authorizing the use of ad valorem taxes for multiuse pathways around the Village of Hatteras.

The Board of Elections requires a resolution that indicates the date of the election as outlined in NCGS 163-287 which the December 4, 2017 resolution did not include. Attached is a revised resolution calling for the election to be held on May 8, 2018 (during the 2018 Primary) as indicated in the last paragraph of the resolution.

**Board Action Requested**

Approve the revised resolution indicating May 8, 2018 as the Referendum date in the Hatteras Voting Precinct

**Item Presenter**

Robert Outten, County Manager



## Resolution

### **Calling for a Voter Referendum in Hatteras Village to Allow the Use of Tax Funds for the Construction and Maintenance of Multi-use Pathways in the Hatteras Village Community Center District**

**WHEREAS**, in 2017, the Hatteras Village Community Center District (HVCCD) requested authority from the North Carolina Legislature to expand the uses of the ad valorem tax authorized in Chapter 212 of the Session Laws of 1981 to include funding the construction and maintenance of multiuse pathways around the Village of Hatteras; and

**WHEREAS**, the Dare County Board of Commissioners supported the HVCCD legislative request with resolutions adopted on March 6, 2017 and again on April 3, 2017; and

**WHEREAS**, in response to the HVCCD request supported by the Dare County Board of Commissioners, the North Carolina General Assembly ratified House Bill 415 (Session Law 2017-50) which authorizes the Dare County Board of Commissioners to call an election to be conducted by the Board of Elections in the Hatteras voting precinct for the purpose of submitting to the voters therein the single issue of authorizing the HVCCD to expand the uses of the ad valorem tax authorized in Chapter 212 of the Session Laws of 1981 to including funding the construction and maintenance of multiuse pathways around the Village of Hatteras; and

**WHEREAS**, the Dare County Board of Commissioners appreciates the action of the North Carolina General Assembly to allow a voter referendum on this issue and commends its sponsors for putting forth responsible legislation in response to a local request on a matter of public importance.

**THEREFORE, BE IT RESOLVED**, that the Dare County Board of Commissioners pursuant to authority granted in Session Law 2017-50 hereby calls for an election to be conducted by the Board of Elections of Dare County in the Hatteras voting precinct on May 8, 2018 for the purpose of submitting to voters therein the single issue of authorizing the HVCCD to expand the uses of the ad valorem tax authorized in Chapter 212 of the Session Laws of 1981 to include funding the construction and maintenance of multiuse pathways around the Village of Hatteras.

This the 5<sup>th</sup> day of March, 2018.

---

Robert Woodard, Chairman

Attest:

---

Gary Gross, Clerk to the Board



*Consent Agenda*

**Description**

1. Approval of Minutes (02.20.18)
2. Government Education Access Channels 2018-2019 Proposed Budget

**Board Action Requested**

Approval

**Item Presenter**

County Manager, Robert Outten



*Approval of Minutes*

**Description**

The Board of Commissioners will review and approve their previous Minutes, which follow this page.

**Board Action Requested**

Approve Previous Minutes

**Item Presenter**

County Manager, Robert Outten



# COUNTY OF DARE, NORTH CAROLINA

District 1: Roanoke Island & Mainland; District 2: Nags Head, Colington, Kill Devil Hills; District 3: Kitty Hawk, Southern Shores, Duck; District 4: Chicamacomico, Avon, Buxton, Frisco, Hatteras; District 5: At Large

Regularly scheduled Board meetings are videotaped and can be viewed at [www.darenc.com](http://www.darenc.com)

## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**5:00 p.m., February 20, 2018**

Commissioners present: Chairman Robert Woodard, Vice Chairman Wally Overman  
Jack Shea, Steve House, Rob Ross, Danny Couch

Commissioners absent: Jim Tobin

Others present: County Manager/Attorney, Robert Outten  
Deputy County Manager/Finance Director, David Clawson  
Public Information Officer, Dorothy Hester  
Clerk to the Board, Gary Lee Gross

A full and complete account of the entire Board of Commissioners meeting is archived on a video that is available for viewing on the Dare County website [www.darenc.com](http://www.darenc.com).

Chairman Woodard called the meeting to order at 5:01 p.m. He invited Dr. Wayne Barry from All Saints Episcopal Church to share a prayer, and then he led the Pledge of Allegiance to the flag.

Note – some agenda items were handled out of sequential order in order to accommodate the schedule of the presenter for Item #3 (NCDOT passenger ferry presentation).

#### **ITEM 1 – OPENING REMARKS – CHAIRMAN’S UPDATE**

Following is a brief outline of the items mentioned by Chairman Woodard during his opening remarks, which can be viewed in their entirety in a video on the Dare County website –

- Chairman Woodard commended Vice Chairman Overman for his efforts with the Saving Lives Task Force and noted that their recent Town Hall meeting was a great success.
- Thanked Commissioner House for traveling to the Marine Fisheries Commission meeting in Wrightsville Beach to present the Board’s resolution supporting our watermen.
- Reported on a recent meeting of stakeholders, the County, and the Park Service to discuss the need for beach nourishment in the Village of Avon.
- Gave a briefing on a meeting held earlier today with Michael Regan, Secretary of the North Carolina Department of Environmental Quality, where stakeholders discussed the community’s opposition to offshore drilling. The Chairman encouraged everyone to speak up against offshore drilling, which he said is an issue of vital importance.



- Provided a report on today's dedication ceremony to name the new Pea Island Bridge in honor of Captain Richard Etheridge. He noted that Black History Month is a fitting time to honor the first African-American keeper of the Pea Island Lifesaving Station.
- The Chairman presented a certificate of appreciation to Gail and Angelo Sonnesso thanking them for their service to families impacted by dementia and for being a driving force advocating for memory care services, education, and support.

## **ITEM 2 – PUBLIC COMMENTS**

The Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center in Buxton. Following is a brief summary of citizen remarks, which can be viewed in their entirety in a video on the Dare County website –

*The following comments were made in Manteo –*

1. Lorelei DiBernardo – on behalf of the League of Women Voters of Dare County, presented the 2018 Citizens Guide and outlined the many places where people can obtain the publication that provides a helpful index of community services.
2. Brent Johnson – spoke as a business owner in support of the zoning text amendment on the agenda to allow food stands in unincorporated Dare County. He said modifying the regulations would allow local businesses to thrive and provide alternative cuisine.
3. Andrew Darling – asked Commissioners to do whatever they can to support GEM in their efforts to help families dealing with dementia. He shared his personal involvement with the group and described the positive service that they provide to the community.
4. Steve Bonney – echoed the remarks of Brent Johnson on the issue of food stands by outlining the steps he has taken to setup a food stand on Hatteras Island. He asked the Board to change the regulations, which will allow him and others to go to work.
5. Gail Sonnesso – thanked the many volunteers who assist in GEM's effort to provide the community with much needed dementia services. She gave details of an upcoming educational opportunity and urged everyone to attend the event.
6. Monica Thibodeau – commented on the meeting with Secretary Regan and said the community needs to make noise in opposition to offshore drilling. She also spoke in wholehearted support of GEM noting that they do so much on a shoestring budget.
7. Rose Clark – said she was happy that the Board of Commissioners recognized Gail and Angelo Sonnesso for the wonderful way that GEM helps the community. She shared her experience and perspective serving as a volunteer with the group for the past five years.
8. Dana Gardner – spoke in support of GEM and told the Board of Commissioners how Gail Sonnesso helps caregivers by teaching people effective things they can do at home when providing care for family members with dementia.

*There were no Public Comments via the video link to the Fessenden Center in Buxton.*

**ITEM 3 – NCDOT PRESENTATION ON HATTERAS – OCRACOKE PASSENGER FERRY**

Jed Dixon, Deputy Director of the NCDOT Ferry Division, briefed the Board on a new passenger ferry service between Hatteras and Ocracoke that is planned to begin operating this summer. He outlined how the passenger ferry will operate and described parking plans for the new service, which will supplement the existing car ferry provided by NCDOT. He thanked Superintendent Hallac for the helpful way the National Park Service has been a partner in this venture. He also thanked Commissioner Couch and Commissioner Ross for serving on the Stakeholder Committee for the passenger ferry service.

**ITEM 4 – RESOLUTIONS TO NAME NCDOT FERRIES (Att. #1)**

The County Manager presented two resolution requests from NCDOT seeking Board support for the naming of two ferry vessels.

**MOTION**

Commissioner Shea motioned to adopt the resolution as presented to name the MV Baum replacement ferry the “Rodanthe.”

Vice Chairman Overman and Commissioner House seconded the motion.

VOTE: AYES unanimous

**MOTION**

Commissioner Shea motioned to adopt the resolution as presented to name the new passenger ferry the “Ocracoke Express.”

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

**ITEM 5 – REPORT FROM THE NATIONAL PARK SERVICE**

Superintendent David Hallac gave a comprehensive report on visitation to the Park Service sites in Dare County announcing that there were 3.2 million visits during 2017. He provided statistics on Off-Road Vehicle use and noted that 94% of Off-Road Vehicle routes were open during the summer of 2017. An update was given on infrastructure improvements including the renovations that are underway at the Visitors Center at the Wright Brothers Memorial in Kill Devil Hills. Superintendent Hallac thanked community partners including the Outer Banks Preservation Association (OBPA), the North Carolina Beach Buggy Association (NCBBA), the Cape Hatteras Anglers Club, the First Flight Society, and the Outer Banks Visitors Bureau. Chairman Woodard expressed appreciation for the positive relationship that Superintendent Hallac has developed with the Board of Commissioners.

**ITEM 6 – REPORT FROM THE OUTER BANKS CHAMBER OF COMMERCE**

Bob Peele, Chair of the Outer Banks Chamber of Commerce, was joined by President and CEO Karen Brown in presenting an overview of a new Community Housing Initiative. Mr. Peele listed the organizations that are working together to address the issue of affordable housing, which is a critical need for 75% of the businesses surveyed by the Chamber. Commissioners were told that this Initiative is the first step in starting a conversation at the town and county levels to address the issue and that the group will be engaging with local government officials to find a solution to the crisis. Ms. Brown also provided the Board with an update on the Chamber’s implementation of Dare County’s Economic Development plan.

**ITEM 7 – PROPOSED ZONING AMENDMENTS FOR FOOD STANDS IN UNINCORPORATED DARE COUNTY**

Planning Director Donna Creef briefed the Board on requests that are routinely made by people wanting to operate a mobile food service, which was the topic of a Public Hearing conducted by the Planning Department in 2017. She explained that the Zoning Ordinance has three definitions for food establishments – 1) Food Stands, 2) Drive-ins, 3) Restaurants. Ms. Creef outlined the zoning districts that address food stands and those that do not and described the steps that need to be taken if the Board wants to address this issue. It was noted that it was the consensus of the Planning Board that ice cream vendors should not be the focus of any regulatory initiative since they serve pre-packaged goods. Vice Chairman Overman clarified that the proposed zoning amendments are intended to provide uniformity throughout unincorporated Dare County concerning the regulation of food stands. Following discussion, the Board voted to schedule a Public Hearing on the matter.

**MOTION**

Vice Chairman Overman motioned to schedule a Public Hearing for 5:30 p.m. on March 19, 2018 on the recommendations submitted by the Planning Board.

Commissioner House seconded the motion.

VOTE: AYES unanimous

**ITEM 8 – CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room.

**MOTION**

Commissioner Shea motioned to approve the Consent Agenda:

- 1) Approval of Minutes (02.05.18) **(Att. #2)**
- 2) Tax Collector's Report

Commissioner House seconded the motion.

VOTE: AYES unanimous

**DEMONSTRATION OF DS200 VOTING MACHINE**

The County Manager introduced Tom Janysek from Printelect who gave the Board a step by step demonstration of how the DS200 voting machine operates and outlined its features. Lynda Midgett, on behalf of the Board of Elections, summarized the involvement that Printelect has had with Dare County. Elections Chair Donna Elms noted that the Elections Board has done its homework in recommending the Printelect firm and the DS200 voting machine. The County Manager reminded that the total cost of \$125,081.90 has been previously approved by the Board and is already allocated in the budget. He said the purpose of today's demonstration was for Commissioners to be able to see and understand how the DS200 operates before formally taking action to approve its use in Dare County.

**MOTION**

Commissioner Shea motioned to approve the use of Printelect DS200 voting machines for Dare County elections.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

## **ITEM 9 – COMMISSIONERS’ BUSINESS & MANAGER’S/ATTORNEY’S BUSINESS**

Commissioners and the County Manager frequently make extensive remarks, which can be viewed in their entirety in a video on the Dare County website. Following is a brief summary outline of the items mentioned by Commissioners during this segment –

### Commissioner Shea

- Asked everyone to pray for those killed in the recent Florida school shooting. He noted that mental health issues should be a major priority for our nation’s lawmakers.

### Commissioner Couch

- Gave an update on his involvement with the Children & Youth Partnership for Dare County and commended the commitment of their excellent staff. He provided details for an upcoming Children & Youth Partnership event and urged everyone to participate.
- Reported on the latest meeting of the Fessenden Center Advisory Board and thanked County staff being attentive to the community concerns that were expressed at meeting.
- Expressed thanks for the economic stimulus and development that is happening related to the new NCDOT passenger ferry service between Hatteras and Ocracoke Island.

### Commissioner Ross

- Advised that the Albemarle Commission has voted to enter into negotiations for a new headquarters site in Elizabeth City that will be a leased facility rather than owned. Chairman Woodard asked Board Members to let Commissioner Ross know of any candidates to fill an At-Large seat that is currently open on the Albemarle Commission.
- Said he was looking forward to going to Raleigh on February 26 to attend the Bureau of Ocean Energy Management (BOEM) meeting on offshore drilling.
- Mentioned a special week coming up in March for the Dare County Center where he will be taking part in their program that delivers meals to homebound older adults
- Conveyed gratitude to three Dare County employees on behalf of someone in the community with a serious health problem who received outstanding care from Dare County Home Health. Commissioner Ross thanked Leah Todd, Sharon Lutzow, and Jennifer Harrell for their service, compassion, and professionalism.

### Commissioner House

- Gave a detailed report of his trip to Wrightsville Beach on Valentine’s Day to attend the NC Marine Fisheries Commission (MFC) meeting where he presented the resolution that the Dare County Board of Commissioners adopted opposing MFC’s effort to redefine commercial fishing. He explained that during the public comment segment of the meeting while people were voicing their concerns, some of the MFC members were engaged in private conversations with each other. Commissioner House reported that he spoke up and raised a point of order asking the MFC Chair to have the side conversations stopped. He added that this act was later described in a disparaging way in the newsletter of a special interest group. Chairman Woodard and others assured Commissioner House that he was not out of order in how he spoke up on behalf of the watermen who were trying to make public comments.

- Commissioner House briefed the Board on the action that was ultimately taken by the Marine Fisheries Commission at the Wrightsville Beach meeting and outlined the need for a new resolution to oppose the changes they made to the criteria for defining a commercial fishing operation. He said the issue passed in a 5 to 4 vote, which now goes to the North Carolina House of Representatives. Commissioner House urged people to contact their legislators in Raleigh about this and asked the Board to approve a resolution opposing any adverse change to the definition of commercial fishing.

**MOTION (Att. #3-A)**

Commissioner House motioned to adopt a resolution expressing the Board's opposition to any adverse changes in the definition of Commercial Fishing.

Vice Chairman Overman and Commissioner Shea seconded the motion.

VOTE: AYES unanimous

- In a related matter, Commissioner House reported on a motion made by Marine Fisheries Commission member Janet Rose who called on Governor Cooper to examine the current membership of the Commission. Commissioner House asked the Board to approve a resolution asking the Governor to examine membership of the Commission and if need be to make changes to ensure that it functions as intended.

**MOTION (Att. #3-B)**

Commissioner House motioned to adopt a resolution asking Governor Cooper to examine the current membership of the North Carolina Marine Fisheries Commission and if need be to make changes to ensure that this Commission functions as intended.

Commissioner Shea seconded the motion.

VOTE: AYES unanimous

- Commissioner House presented the SPCA Pet of the Week video featuring a special pet in need of adoption at the Dare County Animal Shelter.

**Vice Chairman Overman**

- Provided a report on the recent Town Hall Meeting sponsored by the Saving Lives Task Force. He thanked the Pastor of the Source Church in Manteo for his involvement in addressing substance use. The Vice Chairman urged everyone to attend the future Town Hall Meetings that the Saving Lives Task Force has planned.
- Expressed thanks to Gail and Angelo Sonnesso and the volunteers of GEM for their service to the community helping families care for those with dementia.

**Chairman Woodard**

- Thanked his fellow Commissioners for their participation in today's ceremony to name the new Pea Island Bridge in honor of Captain Richard Etheridge noting that this was a great way to celebrate Black History Month.
- Chairman Woodard announced that the Buxton beach nourishment project is approximately 95% complete and said he is glad that the project is almost finished.

**MANAGER’S/ATTORNEY’S BUSINESS**

1. The County Manager provided background on a recommendation from the Fessenden Center Advisory Board to move the video link for public comments from the Center’s Main Building to the Annex Building. He explained how this move will allow for the expansion of programs at the Fessenden Center while still providing adequate space for the public comments video link. He asked the Board for authorization to move forward with this noting that when the technology is in place the County will publicize the start date for the new public comments location.

**MOTION**

Vice Chairman Overman motioned to approve moving the public comments video link from the Fessenden Center to the Annex Building in Buxton as outlined by the Manager. Commissioner House seconded the motion.

VOTE: AYES unanimous

Prior to adjournment, Public Information Officer Dorothy Hester reported on the distribution of a flyer announcing the Community Meeting planned by the Board for 7:00 p.m., Monday, March 19, 2018. Ms. Hester noted that a public service announcement is being developed to encourage people to make public comments in opposition to offshore drilling. Finance Director David Clawson informed the Board that updates will soon be available for the beach nourishment debt model.

At the conclusion of the meeting, Chairman Woodard asked for a motion to adjourn.

**MOTION**

Commissioner Shea motioned to adjourn the meeting. Commissioner Ross seconded the motion.

VOTE: AYES unanimous

At 8:02 p.m., the Board of Commissioners adjourned until 9:00 a.m., March 5, 2018.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Gary Lee Gross, Clerk to the Board

APPROVED: By: \_\_\_\_\_  
Robert Woodard, Chairman  
Dare County Board of Commissioners



*Government Education Access Channels 2018-2019 Proposed Budget*

**Description**

See Attached Summary

**Board Action Requested**

Approve the Proposed Budget

**Item Presenter**

Dorothy Hester

**Government Education Access Channels Committee**  
**2018-2019 Proposed Budget**

The following items are presented to the Dare County Board of Commissioners for their review and approval.

**Specific Action Requested:**

Approve the proposed 2018-2019 GEACC Budget

**Budget Summary**

The Government Education Access Channels (GEAC) Committee has reviewed and approved the proposed 2018-2019 budget for the operation of the Government and Education Channels. The proposed budget, which would take effect July 1, 2018, must be approved by every participating member entity of the Channels, which includes the towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, Manteo, and Dare County, Dare County Schools, College of The Albemarle, and UNC Coastal Studies Institute.

The budget as proposed requires no additional funding from the participating entities other than the current annual \$1000 membership fee. Our budget is funded from the North Carolina Video Programming Distribution proceeds, which are dispersed quarterly by the State to certified members of the GEACC. These funds must be used for the operation of the two channels and no other purpose. Additionally, the legislation that originally established the video distribution funding required that the proceeds not supplant current funding. Accordingly, the annual \$1000 membership fee that was in place when the program began must remain, or the Channels would lose all video distribution funding from the state.



The GEAC committee recommends the budget, which includes, in part, the following: funding for two full-time staff positions and a Local Programming Development Initiative to assist members in the development of programming for the Government and Education Channels. The funding also includes the continued funding of two regular news magazine shows that highlight each of the participating members of the GEAC on the Education Channel and the Government Channel.

**Government Education Access Channels Committee  
2018-2019  
Proposed Budget**

**Executive Summary**

Funding comes from the state of North Carolina use tax on cable and satellite fees. Our revenue from this source in 2018-2019 is projected to be \$270,270.40. In addition, each of the 10 entities pay a \$1000 membership fee annually to participate in the channel's operations. This \$1000 fee is unchanged and is the only impact on each entity's budget. This money that is received from the entities in support of the Government and Education Access Channels must remain in the budget in order for each entity to continue to receive PEG Supplements from the state of North Carolina. This budget is requesting a total of \$55,254.60 be allocated from the fund balance. The fund balance is projected to be \$333,218.41 on June 30, 2018. The proposed total budget for the Government and Education Access Channels Committee for 2018-2019 is \$336,525.00.

<b>INCOME</b>	
Member Fees (annual fee paid by participating entities) <sup>1</sup>	10,000.00
NC PEG Supplemental Video Disbursement (from the state NCDOR) <sup>2</sup>	270,270.40
Interest Income (interest from fund balance) <sup>3</sup>	1,000.00
<b>TOTAL INCOME</b>	<b>336,525.00</b>
<b>APPROPRIATED FUND BALANCE<sup>4</sup></b>	<b>55,254.00</b>
<b>TOTAL REVENUE</b>	<b>336,525.00</b>
<b>EXPENDITURES</b>	
Salaries (2 Full time employees) <sup>5</sup>	(110,639.00)
PT Salary (Internships)	(2,000.00)
Merit Pay	(1,383.00)
FICA	(8,892.00)
Retirement	(7,610.00)
Health Insurance	(15,905.00)
Life Insurance	(210.00)
Retiree Health	(186.00)
Contractual Services (Production of Destination Dare/Ed Awareness) <sup>6</sup>	(50,000.00)
Channel Operations <sup>7</sup>	(10,200.00)
Streaming/Video On Demand Reflect <sup>8</sup>	(2,500.00)
Equipment - Repair, Replacement, Purchase	(2,500.00)
Office Computer Lease	(500.00)
Supplies <sup>9</sup>	(5,000.00)
Marketing <sup>10</sup>	(4,000.00)
Capital Outlay <sup>11</sup>	0.00
Music Library	(1,500.00)
Training	(2,500.00)
Travel	(2,500.00)
Professional memberships (SEATOA NATOA, NC3C) <sup>12</sup>	(500.00)
Miscellaneous	(500.00)
Contingency (Reserve for unexpected expenses) <sup>13</sup>	(5,000.00)
Emergency Contingency (Storm related overtime during activations) <sup>14</sup>	(2,500.00)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>(236,525.00)</b>

<b>Local Program Development Initiative</b>	
This is money set aside in the budget to foster development of program content by the member entities. Money is awarded on an application and grant basis to participating entities by the Government and Education Access Channel Committee. The money can be used to produce programs, improve the quality of existing programs, or purchase equipment to provide for increased production and/or quality of programs.	
LPDI 1 - Coastal Studies Institute	(10,000.00)
LPDI 2 - College of The Albemarle	(10,000.00)
LPDI 3 - Dare County Government	(10,000.00)
LPDI 4 - Dare County Schools	(10,000.00)
LPDI 5 - Duck	(10,000.00)
LPDI 6 - Kill Devil Hills	(10,000.00)
LPDI 7 - Kitty Hawk	(10,000.00)
LPDI 8 - Manteo	(10,000.00)
LPDI 9 - Nags Head	(10,000.00)
LPDI 10 - Southern Shores	(10,000.00)
<b>TOTAL LPDI</b>	<b>(100,000.00)</b>
<b>TOTAL LPDI AND OPERATING EXPENDITURES</b>	<b>(336,525.00)</b>

## **Government and Education Access Channel Proposed Budget Notes for 2018-2019**

Goals and Objectives to be achieved with this budget.

1. Continue to fund the operation of the channel at a level that provides a professional, reliable and quality service to the citizens of Dare County.
2. Continue to bring the fund balance down to an appropriate level and strategically use the fund balance to fund channel initiatives.

<sup>1</sup> Member Fees - Each entity member pays an annual membership fee to participate in the Government and Education Channel Access. This money must remain in place in order for each entity to receive the PEG Supplement from the state. **There is no change to this amount from last year, so impact on each entity's budget is unchanged..**

<sup>2</sup> NC PEG Supplemental Video Disbursement - this is revenue that is collected by the state in the form of a use tax on cable and satellite providers. The money is pooled and disbursed to qualifying PEG operations within the state. PEG stands for Public, Education, and Government Access. Dare County has 10 qualifying PEG entities, each is a member of the Government and Education Access Channel Committee. Each quarter, this money is disbursed to the entities by the state, and then the Government and Education Access Channels invoices the entities for this money. These state funds are the main source of funding for the Government and Education Access Channels.

<sup>3</sup> Interest Income - This is interest the Government and Education Access Channels Committee receives on the fund balance.

<sup>4</sup> Appropriated Fund Balance - The unappropriated fund balance is projected to be \$333,218.41 on June 30, 2018. The appropriated fund balance is the amount pulled from the unappropriated fund balance to meet the obligations of the budget.

<sup>5</sup> Salaries - This budget currently funds two full-time positions that are considered to be Dare County employees.

<sup>6</sup> Contractual Services - This is for the production of Destination Dare and Dare Education Awareness, our two main programming initiatives that highlight interesting aspects of government and education in Dare County. Each entity contributes one segment to each episode. Destination Dare is produced every other month, and Dare Education Awareness is produced on the alternate months.

<sup>7</sup> Channel Operations - Expenses that support the day to day operation of the channels. This includes:

- Tighrope Hardware Assurance \$3,850 to cover the master control server
- Adobe Creative Cloud - subscription for professional non-linear editing tools
- Gracenote - e-guide subscription \$3,090
- And other expenses that may be required for on-going station operations

<sup>8</sup> Streaming Video/VOD Reflect - As part of the playout server upgrade, we are providing a more effective streaming capability of our signal online, and, in addition, provide a video on demand service that will be much better than our current YouTube channel. This is the annual subscription to support that service.

<sup>9</sup> Supplies - This supports the purchase of supplies such as batteries, gaffers tape, lighting gels, accessories, and small equipment items that do not qualify as Capital Outlay.

<sup>10</sup> Marketing - For ongoing maintenance and support of the CurrentTV Website

<sup>11</sup> Capital Outlay - None requested this year..

<sup>12</sup> Professional Memberships - This supports memberships for the two staff positions for the Southeastern Association of Telecommunications Officers and Advisors (SEATOA), National Association of Telecommunications Officers and Advisors (NATOA), and The North Carolina City and County Communicators (NC3C). These are national, regional and state professional associations for PEG Channel Operators.

<sup>13</sup> Contingency - This is for expenses that come up that were either unplanned or unforeseen. Not for use of everyday expenses.

<sup>14</sup> Emergency Contingency - This pays for storm related overtime for the hourly employee during Emergency Management Activations.



*Board Appointments*

**Description**

The Dare County Board of Commissioners will consider the following Board Appointments:

Dare County Advisory Committee for Long-Term Care Facilities  
Juvenile Crime Prevention Council

Complete information about the appointments appear after this page.

Upcoming Board Appointments for the next three months are listed at the end.

**Board Action Requested**

Make Board Appointments and Announce Upcoming Appointments

**Item Presenter**

Robert Outten, County Manager

## Board Appointments – March 5, 2018

### Dare County Advisory Committee for Long-Term Care Facilities

(also known as the Nursing Home Advisory Committee)

- Two vacancies exist on the Dare County Advisory Committee for Long-Term Care Facilities.
- The only two applications we have on file are from Richard Burriss and Pamela “Susie” Walters.
- Prior to being formally appointed by the Board of Commissioners, volunteers must first complete training mandated by the NC General Statutes.
- Upon completion of the required training, applicants will be submitted to the Board at a future date for formal appointment.
- At this time, the Board is being asked to recommend applicants that will be forwarded to the Ombudsman for training.

### Juvenile Crime Prevention Council

- The Juvenile Crime Prevention Council has asked that the Dare County Board of Commissioners allow Molly McGinnis to fulfill the term of Teresa Twyne. Teresa Twyne is on the Council as the School Superintendent or Designee.
- The Juvenile Crime Prevention Council respectfully requests that Molly McGinnis be allowed to fulfill the remainder of Ms. Twyne’s term, which would be July 1, 2017- June 30, 2019.

## UPCOMING BOARD APPOINTMENTS

### April 2018

Airport Authority  
Manns Harbor Marina Commission

### May 2018

Extra Territorial Jurisdiction District–Nags Head  
Veterans Advisory Council  
Zoning Board of Adjustment – Dare County



**June 2018**

Dare County Waterways  
Fessenden Center Advisory Board  
Hatteras Community Center  
Juvenile Crime Prevention Council  
Library Board – Dare  
Manns Harbor Community Center  
Roanoke Island Community Center  
Rodanthe, Waves, Salvo Community Center  
Town of Southern Shores Zoning Board of Adjustment  
Transportation Advisory Board



*Community Advisory Committee for Long-Term Care Facilities*

**Description**

The Dare County Community Advisory Committee (also known as the Nursing Home Advisory Committee) consists of volunteers who serve as grassroots advocates for residents in long-term care facilities. Prior to being appointed by the Board of Commissioners, volunteers must first complete training mandated by the NC General Statutes and be designated by the State's Long-Term Care Ombudsman as eligible for appointment.

2 vacancies exist on the Dare Co. Community Advisory Committee. Attached are the only 2 applications on file.

Upon completion of the required training and designation by the Ombudman, applicants will be submitted to the Board at a future date for formal appointment to the Community Advisory Committee.

**Board Action Requested**

Recommend applicants that will be forwarded to the Regional Ombudsman for training and designation

**Item Presenter**

Robert Outten, County Manager

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Fran Harris, Dare County Clerk to the Board, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-6312. A list of boards and committees is shown on page three.

Advisory Board or Committee interested in:

1<sup>st</sup> choice Nursing Home Advisory Board

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name: Richard Burris

Address: PO Box 1664

City/State/Zip Kill Devil Hills, NC

Telephone Home: 252-441-4768

Business: 252-441-9941

Resident of Dare County:  yes  no

Occupation: Health Care Administration

Business Address: 4917 S. Croatan Hwy., Hags Head, N.C. 27959

Educational background:

B.A. Biology

ASN - Nursing

Business and civic experience and skills:

VP Small NFP Hospital in VT., lobbyist Nurs Home Association, Administrator 3 Nurs Homes

Other Boards/Committees/Commissioners presently serving on:

Board, Committee, or Commission:

None

Expiration Date of Terms: N/A

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Pat Schwartz</u>	<u>RM</u>	<u>215 W. LOST COLONY DR. NH</u>	<u>441-9230</u>
<u>Don Perty</u>	<u>Retired</u>	<u>Concord Ct. Mantoloking NJ</u>	<u>473-1707</u>
<u>Jimmy Owens, MD</u>		<u>PO Box 328 Jarvisburg, MD</u>	<u>491-2446</u>

I understand this application will be kept on the active file for five years and I hereby authorize Dare County to verify all information included in this application.

Date: 1/29/04 Signature of applicant: [Signature]  
9/29/14

FOR OFFICE USE ONLY:

Date received: 1/29/04

Date forwarded to County Commissioners: 1/29/04  
9/29/14

TC 8/21/17 - still interested

APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice Nursing Home Advisory Committee

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Pamela "Susie" Walters

Address 415 W. Raceview Court, PO Box 1075

City/State/Zip Nags Head, NC 27959

Email Address pswalters@earthlink.net

Telephone Home: 252-441-9218

Business: 252-207-5846

Resident of Dare County:  yes  no

Occupation: furniture refinishing & upholstery

Business Address: 413 W. Raceview Court, Nags Head, NC 27959

Educational background:

Associates Degree from COA

Business and civic experience and skills:

Dare County Board of Education 1996-2000, Nags Head Commissioner 2011- Present (current MPT)

Secretary/Treasurer Seamark Enterprises, Inc. 1987 - 2008, Accounts Payable Clerk for Dare County Schools 2008 - 2015

Other Boards/Committees/Commissions on which you presently serve:

Dare County Tourism Board 2014 - 2017 (current Chair)

Jeannette's Pier Advisory Committee 2012 - current

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
Lib Fearing	Retiree	PO Box 1048, Manteo, NC 27954	252-473-2822
Tess Judge	Hotel Owner	4016 Ivy Lane, Kitty Hawk, NC 27949	252-216-6105
Cliff Ogburn	Nags Head Town Manager	PO Box 99, Nags Head, NC 27959	252-449-2010

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 10/15/17 Signature of applicant: *Annie Wolf*

FOR OFFICE USE ONLY:

Date received: 10/16/17



*Juvenile Crime Prevention Council*

**Description**

See attached

**Board Action Requested**

Take Appropriate Action

**Item Presenter**

Robert Outten, County Manager



# COUNTY OF DARE

P.O. Box 1000, Manteo, North Carolina 27954

(252) 475-5000

**TO: JANICE WILLIAMS**

**FROM: MELINDA MOGOWSKI** *MM*

**DATE: FEBRUARY 21, 2018**

*Please find attached an application for Molly McGinnis. She is one of the new School Social Workers and will be fulfilling the term of Teresa Twyne. Teresa is on the Council as the School Supt. or Designee. The term on that particular slot is July 1, 2017 – June 30, 2019.*

*We ask for the approval from the Commissioners for Molly to fulfill the remainder of that term.*

*Thank you so much for your assistance in this matter.*



APPLICATION FOR APPOINTMENT TO  
DARE COUNTY ADVISORY BOARDS AND COMMITTEES

The Dare County Board of Commissioners believes all citizens should have the opportunity to participate in governmental decisions. One way of participating is by serving as a citizen member on one of the county's advisory boards or committees. If you would like to be considered for appointment to an advisory board or committee, please complete the form below and mail to Janice Williams, P.O. Box 1000, Manteo, N.C. 27954 or fax it to her at 473-1817, or send it by email to janicew@darenc.com

Advisory Board or Committee interested in:

1<sup>st</sup> choice JCPC

2<sup>nd</sup> choice \_\_\_\_\_

3<sup>rd</sup> choice \_\_\_\_\_

Name Molly McGinnis

Address 121 Fort Hugak way

City/State/Zip Manteo NC 27954

Email Address mcginnismo@daretolearn.org

Telephone Home: (cell) 252-489-9409

Business: (work cell) 252-489-7050

Resident of Dare County:  yes  no

Occupation: Dare County Schools Social Worker

Business Address: \_\_\_\_\_

Educational background:

Manteo High School, Campbell University BSW, Appalachian State University MSW

Business and civic experience and skills:

MES TA-1<sup>st</sup> grade, Dare County Schools Social Worker, MMS Head Volleyball coach, MHS Women's Soccer assistant coach

Other Boards/Committees/Commissions on which you presently serve:

Breaking Through task force, PPT

REFERENCES

List three persons who are not related to you and who have definite knowledge of your qualifications for the position for which you are applying.

Name	Business/Occupation	Address	Telephone
<u>Arty Tillett</u>	<u>DCS</u>		<u>216-9095</u>
<u>Dawn Edwards</u>	<u>DCS</u>		<u>216-9908</u>
<u>Ashley Jackson</u>	<u>DCS</u>		<u>489-6644</u>

I understand this application will be kept on the active file for three years and I hereby authorize Dare County to verify all information included in this application.

Date: 2/15/18 Signature of applicant: Molly McHinn

FOR OFFICE USE ONLY:

Date received: \_\_\_\_\_

**JUVENILE CRIME PREVENTION COUNCIL**

(Two Year Term)

**As outlined and funded by the Juvenile Justice Reform Act of 1998,  
the Juvenile Crime Prevention Council assumes responsibility for assessing  
needs, funding community-based alternatives for troubled youth who enter  
the courts, and supporting prevention programs.**

<b><u>MEMBER</u></b>	<b><u>TERM EXPIRATION</u></b>	<b><u>ACTION</u></b>
Robert Trivette P.O. Box 888 Kitty Hawk, NC 27949 261-9727 (H), 305-3739 (O) (District Court Judge/Co. Comm. Appt.)	6/19	Apptd. 1/12 Reapptd. 6/13,15,17
Teresa Twyne P.O. Box 1746 Manteo, NC 27954 473-2681 (School Supt. or designee)	6/19	Apptd. 10/13 Reapptd. 6/15, 17
Vance Haskett P.O. Box 246 Manteo, NC 27954 473-2069 (Police Chief)	6/19	Apptd. 1/08 Reapptd. 7/09,11,13,15, 17
Gail Hutchison 6115 Hwy 64 Manns Harbor, NC 27953 252-216-8337 (Local Sheriff or designee)	6/19	Apptd. 6/13 Reapptd. 6/15, 17
Jennifer Karpowicz P.O. Box 1276 Manteo, NC 27954 919-357-5700 (Asst. Dist. Atty. or designee)	6/19	Apptd. 7/09 Reapptd. 6/11,13,15,17
LaQreshia Bates-Harley Chief Court Counselor II P.O. Box 513 Elizabeth City, NC 27907 252-331-4759 (O) (Chief Court Counselor or designee)	6/19	Apptd. 6/16 Reapptd 6/17
Keith Letchworth 1708 E. Arlingto Blvd. Greenville, NC 27834 252-347-6365 (Director AMH/DD /SA or designee)	6/19	Apptd. 1/16, 6/17

Bonnie Bennett, Treas. P.O. Box 1000 Manteo, NC 27954 475-5753 (County Manager or designee)	6/19	Apptd. 1/99 Reapptd. 1/01 Reapptd. 1/03 Reapptd. 10/04,05,07 09,11,13,15,17
Melinda Mogowski P.O. Box 3707 Kill Devil Hills, NC 27948 441-3536 (Substance Abuse Professional)	6/18	Apptd. 1/99 Reapptd. 1/01 Reapptd. 1/03 Reapptd. 10/04,06,08 6/10,12,14,16
Stephen Wescott P.O. Box 2148 Manteo, NC 27954 216-6358 (Member of Faith Community)	6/18	Apptd. 11/11 Reapptd. 6/12,14,16
Steve House 288 N. Dogwood Trail PO Box 1093 Southern Shores, NC 27949 216-8985 cell; 305-9258 home Steve.house@darenc.com (County Commissioner)	6/19	Apptd. 6/17
Pat Hudspeth, CH 5200 Pine Hill Lane Kitty Hawk, NC 27949 252-473-3484 (Juvenile Defense Attorney)	6/19	Apptd. 3/08 Reapptd. /09,11,13,15 17
Richard J. Martin P.O. Box 1878 Manteo, NC 27954 473-1957 (At Large)	6/19	Apptd. 1/99 Reapptd. 6/13,15,17
John Gardner 141 Toler Rd. Manteo, NC 27954 252-599-7791 (Member of Business Community)	6/18	Apptd. 1/16 Reapptd. 6/16
Michael Lewis P.O. Box 1490 Manteo, NC 27954 252-216-5257 (H) 252-473-5121 (Rep. United Way/other Non-profit)	6/18	Apptd. 2/16 Rapptd. 6/16

<p>Laura Twichell  P.O. Box 2311  Manteo, NC 27954  315-345-6464  (At Large)</p>	<p>6/19</p>	<p>Apptd. 6/15  Reapptd 6/17</p>
<p>Jay Burrus  P.O. Box 669  Manteo, NC 27954  475-5500  (Director-Health &amp; Human Services)</p>	<p>6/19</p>	<p>Apptd. 1/03  Reapptd. 10/04,05,07  09,11,13,15, 17</p>
<p>Katherine Irby  P.O. Box 1000  Manteo, NC 27954  473-4290  (4-H/SOS-At Larg.)</p>	<p>6/19</p>	<p>Apptd. 1/03  Reapptd. 10/04,05,07  09,11,13,15, 17</p>
<p>Lionel Ray Robinson  309 Sir Walter Raleigh Street  Manteo, NC 27954  336-580-9096 (H)  Ray@OBXSE.org  (At Large)</p>	<p>6/19</p>	<p>Apptd. 6/17</p>
<p>Tim White  P.O. Box 1000  Manteo, NC 27954  475-5916  (Director, Parks &amp; Rec.)</p>	<p>6/18</p>	<p>Apptd. 6/08  Reapptd.6/10,12,14,16</p>
<p>Ryan Henderson  2615 Anchor Lane  Nags Head, NC 27959  252-573-8373  At Large</p>	<p>6/19</p>	<p>Apptd. 1/16  Reapptd. 6/17</p>
<p>Nancy Griffin  94 Skyco Rd.  Manteo, NC 27954  423-1781  (At Large)</p>	<p>6/19</p>	<p>Apptd. 6/15  Reapptd. 6/17</p>
<p>Marsha Ribner-Cady  103 Weir Point Dr.  Manteo, NC 27954  252-473-3094(At Large)</p>	<p>6/18</p>	<p>Apptd. 6/10  Reapptd. 6/12,14,16</p>
<p>Mollee Sinks  230 Wax Myrtle Trail  Kitty Hawk, NC 27949  252-207-0544 – home  252-305-3891 – cell  Sinksmo0128@daretolearn.org  (Youth Rep. under age 18)</p>	<p>6/19</p>	<p>Apptd. 09/17</p>

Josh Houston  
1274 Burnside Road  
Manteo, NC 27954  
473-7546 (Josh's Cell)  
423-0619 (John's Cell)  
Houstonjo0911@daretolearn.org  
(Youth Rep. under age 18)

6/19

Apptd. 11/17

**NOTES:**

**MEETING INFO. - 2<sup>nd</sup> Tues. each month at 12:30 p.m., Rm. 238, Admin. Bldg.**

**CONTACT INFO:** Bonnie Bennett, Friends of Youth  
Jay Burrus, Dept. of Health & Human Services Director  
Pat Hudspeth, Chair

**MEMBERS COMPENSATED: No**

Doug Oberbeck replaced Dave Cheesman 7/07.  
Tom Waite replaced Tim Hill 7/07.  
Jane Midgett replaced Betty Selby 7/07.  
Renee Welch replaced Amy Wells 7/07.  
Richard Martin replaced DuWayne Gibbs 7/07.  
Katie Lee and Kasey Rollinson filled vacant youth rep. positions 11/07.  
Vance Haskett appointed to fill unexpired term of Francis D'Ambra 1/08.  
Winfield Bevins replaced Jim Southern 6/08.  
Tim White replaced Cliff Ogburn 6/08.  
Sarah Massey filled unexpired term of Tom Waite 10/08.  
Tom Williamson filled unexpired term of Jane Midgett 12/08.  
Melinda Maher filled unexpired term of Renee Welch 12/08.  
Sara Gist filled vacant at large student rep 12/08.  
Richard Martin replaced Nancy Griffin 7/09.  
Jennifer Karpowicz replaced Kimberly Pellini 7/09.  
Kevin Brunk filled unexpired term of Winfield Bevins 7/09.  
Lora Vann filled unexpired Sarah Massey 11/09.  
Lora Gilreath filled unexpired term of Cole Beasley 6/10.  
Marsha Ribner-Cady filled vacant at large seat 65/10.  
Ron Bennett appointed to fill unexpired term of Eddie Lynch 1/11.  
Tripp Hobbs replaced Richard Martin 6/11.  
Jeff Deringer replaced Doug Oberbeck 6/11.  
Richard Martin replaced Edgar Barnes 6/11.  
Lynette Ford replaced Thomas Williamson 6/11.  
Tony Gray replaced Melinda Maher 6/11.  
Sheila Davies filled unexpired term of Tony Gray 11/11.  
Stephen Wescott filled unexpired term of Kevin Brunk 11/11.  
Kara Rap filled unexpired term of Elise Quidley 11/11.  
Wes Rawles filled unexpired term of David Spruill 11/11.  
Matthew Schofield filled unexpired term of Lynette Ford 6/12.  
Natalie Evans filled unexpired term of Matthew Schofield 2/13.  
Malinda Lathan filled unexpired term of Shelia Davies 2/13.  
Teresa Twyne filled unexpired term of Tripp Hobbs 10/13.  
Bobbie Lowe filled unexpired term of Sarah Massey 4/14.

Adam Leggett filled unexpired term of Bobbie Lowe 12/14.  
Margarette Umphlett filled unexpired term of Virginia Tillett 12/14.  
Appointment for Health Department combined with appointment for Social Services, (Health and Human Services) 2014.  
Laura Twichell replaced Natalie Evans 6/15.  
Nancy Griffin replaced Lora Gilreath 6/15.  
Alejandra Monica-Sanchez appointed to fill unexpired term of Austin Banks 11/15.  
Joshua Tolson appointed to fill unexpired term of Abby Haywood 11/15.  
John Gardner filled unexpired term of Ron Bennett 1/16.  
Keith Letchworth filled unexpired term of Adam Leggett 1/16.  
Ryan Henderson filled vacant, at large seat 1/16.  
Michael Lewis filled unexpired term of Lynn Bryant 2/16.  
LaQreshia Bates-Harley filled unexpired term of Sherri Ellington 6/16.  
Lionel Ray Robinson replaced Malinda Lathan 6/17  
Steve House replaced Margarette Umphlett 6/17  
Mollee Sinks appointed to fill unexpired term of Alejandra Monica-Sanchez 9/17  
Josh Houston appointed to fill unexpired term of Joshua Tolson 11/17

**REVISED 11/17**



*Upcoming Board Appointments*

**Description**

The Dare County Board of Commissioners welcomes citizen participation on its many Boards and Committees.

Following is a list of the Boards and Committees that have terms expiring during the next 3 months. The list indicates when the item will be presented to the County Commissioners and any requirements that may pertain to the appointment.

Instructions on how to obtain and submit an application are attached along with additional information about each of the Boards and Committees with upcoming term appointments.

**Board Action Requested**

None

**Item Presenter**

Robert Outten, County Manager



## Upcoming Board & Committee Appointments

The Dare County Board of Commissioners welcomes citizen participation on Advisory Boards and Committees. This type of grassroots public involvement is the foundation of democracy and a vital part of maintaining Dare County as a quality place to live.

Following is a list of Boards and Committees that have terms expiring during the next 3 months. The list highlights when the item will be presented to the Board of Commissioners along with any special requirements that may pertain to the appointment.

Information about how to obtain and submit applications follows the list.

### April 2018

1. Airport Authority

The mission of the Dare County Airport Authority is to manage the operation, maintenance and improvement of air services and facilities for the use, convenience, and benefit of the air traveling public. 1 term expiring

2. Manns Harbor Marina Commission

The Manns Harbor Marina Commission is a seven-member group representing recreational, commercial and local interests for the self-governing mutual purpose Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners. 3 terms expiring

### May 2018

1. Extra Territorial Jurisdiction District (ETJ) - Town of Nags Head

Dare County appointee serves as a member of the Nags Head Planning Board as well as a member of the Nags Head Board of Adjustment and represents Dare County in the ETJ District. 1 term expiring

2. Veterans Advisory Council

The Veterans Advisory Council helps Dare County Veterans by serving as a liaison with the community in coordinating services and activities benefiting Veterans and their families. Members of the Veterans Advisory Council solicit information and provide updates about community based activities honoring Veterans. 3 terms expiring

3. Zoning Board of Adjustment - Dare County

The Board of Adjustment meets to hear variances and appeals related to land use issues in the unincorporated areas of Dare County. The Chair is appointed by the Board of Commissioners and the Planning Department serves as administrative staff for this Board. 1 term expiring

June 2018

1. Dare County Waterways  
This Commission promotes the Oregon Inlet Jetty Project, the Hatteras Inlet Project and oversees County dredging projects and waterways related issues. 4 terms expiring
2. Fessenden Center Advisory Board  
This Advisory Board establishes goals and policies to enhance the Fessenden Center operation and community outreach consistent with the goals, objectives, and policies of Dare County. The overall objective is to develop procedures and operations that improve the quality of life through interaction of all age groups on Hatteras Island. 6 terms expiring
3. Hatteras Community Center  
This board operates and maintains the Hatteras Community Center. 2 terms expiring
4. Juvenile Crime Prevention Council  
As outlined and funded by the Juvenile Justice Reform Act of 1998, the Juvenile Crime Prevention Council assumes responsibility for assessing needs, funding community-based alternatives for troubled youth who enter the courts, and supporting prevention programs. 6 terms expiring
5. Library Board – Dare  
This Board establishes local policies within those set by the Regional Library Board and oversees the Library Trust Fund Budget; and also serves on the Board of the Dare County Library Foundation, a 503-C3 tax-exempt organization. 3 terms expiring
6. Manns Harbor Community Center  
This Board operates and maintains the community center facility and amenities for the use and benefit of Manns Harbor residents. 2 terms expiring
7. Roanoke Island Community Center  
This Board operates and maintains the community center facility and amenities for the use and benefit of all members of the community. 3 terms expiring
8. Rodanthe, Waves, Salvo Community Center  
This Board operates and maintains the Rodanthe, Waves, Salvo community center facility and amenities for the use and benefit of all members of the villages. 2 terms expiring
9. Town of Southern Shores Zoning Board of Adjustment  
This Board includes all Town of Southern Shores Planning Board Members and a Dare County Representative. 1 term expiring

10. Transportation Advisory Board

The Dare County Transportation System is required by the State's Community Transportation Program to have a local Transportation Advisory Board. This Board is expected to maintain a minimum level of coordinated transportation service and to maintain ongoing communications as a means of seeking public involvement and ongoing administrative oversight. 5 terms expiring

**-----Instructions for Obtaining and Submitting Applications-----**

An application must be submitted in order for your name to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling Janice Williams at 475-5800.

**COMMISSIONERS' BUSINESS**

**MANAGER'S / ATTORNEY'S BUSINESS**