



**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 02, 2020**

**“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 - March 2020**
- ITEM 3      Employee of the Month**
- ITEM 4      Public Comments**
- ITEM 5      Outer Banks Community Foundation**
- ITEM 6      Dare County Dept. of Health & Human Services – Public Health Division  
COVID-19 (Coronavirus) Outbreak Update**
- ITEM 7      2020 OBX Rod & Custom Festival**
- ITEM 8      Dare County Tourism Board Request Consent Expenditure from Long Term Restricted  
Fund 4525**
- ITEM 9      Dare County Dept. of Health & Human Services - Public Health Division  
“Take Down Tobacco Day”**
- ITEM 10     Proclamation Establishing April 2020 as "North Carolina 811 Safe Digging Month"**
- ITEM 11     NCDOT's Future I-87 Resiliency, Innovation, Safety, Economy Project**
- ITEM 12     Consent Agenda**
- 1. Approval of Minutes
  - 2. Water Department Budget Amendment - Distribution Lines -ND
  - 3. Water Department Budget Amendment - Stumpy Point
  - 4. Amendment to Capital Project Ordinance for 2018 CIP for Manteo High School
  - 5. DHHS - Social Services Division - Low Income Energy Assistance Budget Amendment
  - 6. Corrections to Revenue Account Numbers for FY 2020 CIP Budget
  - 7. Government Education Access Channels 2020-21 Proposed Budget
- ITEM 13     Board Appointments – None (See Upcoming Board Appointments)**
- ITEM 14     Commissioners' Business & Manager's/Attorney's Business**

***ADJOURN UNTIL 5:00 P.M. ON MARCH 16, 2020***



*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 2020*

**Description**

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

Janet Midgette, 10 year pin  
David Clawson, 30 year pin

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager



*Employee of the Month*

**Description**

The Employee of the Month Certification will be presented.

**Board Action Requested**

None

**Item Presenter**

To Be Determined



*Public Comments*

**Description**

The Board of Commissioners encourages citizen participation and provides time on the agenda at every regularly scheduled meeting for Public Comments. This is 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.

Comments can be made at the Commissioners Meeting Room in Manteo or through an interactive video link at the Fessenden Center Annex in Buxton.

Commissioners Meeting Room - Administration Building, 954 Marshall Collins Drive, Manteo  
Video Link - Fessenden Center Annex, 47017 Buxton Back Road, Buxton

**Board Action Requested**

Hear Public Comments

**Item Presenter**

Robert Outten, County Manager



*Outer Banks Community Foundation*

**Description**

The Outer Banks Community Foundation helps meet local needs across Dare County and the entire Outer Banks with management of charitable funds and scholarship funds for individuals and agencies. The Community Foundation also manages Disaster Relief Funds for Dare County and Ocracoke. Lorelei Costa will provide a briefing to the Board.

**Board Action Requested**

None - Informational Presentation

**Item Presenter**

Lorelei Costa, Executive Director



*Dare County Dept. of Health & Human Services - Public Health Division  
COVID-19 (Coronavirus) Outbreak Update*

**Description**

Dr. Sheila F. Davies will provide up-to-date information concerning the Coronavirus outbreak.

**Board Action Requested**

None - Informational Presentation

**Item Presenter**

Sheila F. Davies, PhD



*2020 OBX Rod & Custom Festival*

**Description**

Michael Tillett will provide an update on the 2020 OBX Rod & Custom Festival which will take place at the Soundside Event site in Nags Head. The festival is scheduled for May 1-2, 2020.

**Board Action Requested**

Informational Presentation

**Item Presenter**

Michael Tillett





*Dare County Tourism Board Request Consent  
Expenditure from Long Term Restricted Fund 4525*

**Description**

Request consent to spend up to \$60,000 for demolition of South Beach Grille, located at 6806 S. Virginia Dare Trail, Nags Head.

**Board Action Requested**

Consent for expenditure up to \$60,000 Long Term Restricted Item 4525

**Item Presenter**

Lee Nettles, Executive Director, Outer Banks Visitors Bureau



*Dare County Department of Health and Human Services  
Public Health Division  
Take Down Tobacco Day*

**Description**

The Dare County Department of Health and Human Services will give a presentation on tobacco use in the youth population, particularly the use of e-cigarettes and/or juuls.

A proclamation will be read to proclaim March 18, 2020 as "Take Down Tobacco Day" in Dare County.

**Board Action Requested**

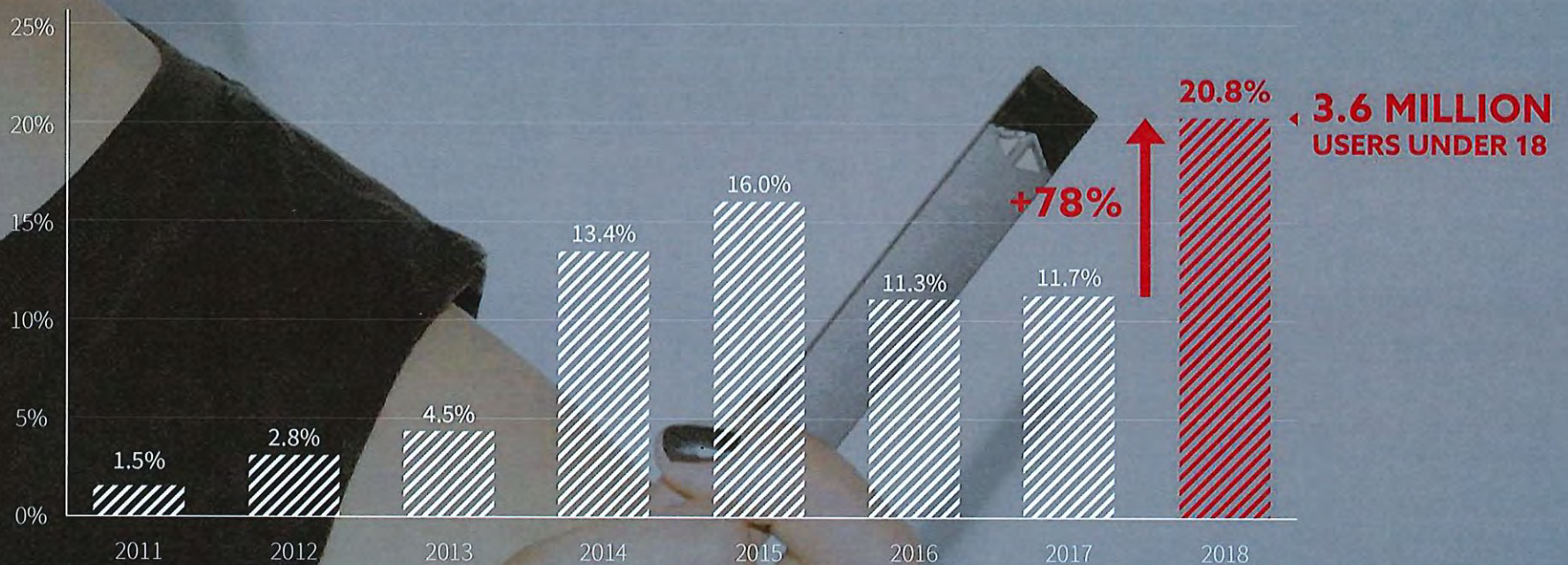
Approve Proclamation

**Item Presenter**

Rebecca Woods and Peer Power Students

# YOUTH E-CIGARETTE USE **INCREASED 78%** IN 2018

*Percent of high schoolers who report using e-cigarettes in the past 30 days*



Source: CDC, National Youth Tobacco Survey (NYTS)

# Kick Butts Day



March 2019



**Kick Butts Day**

is coming to FFMS

Wednesday, March 20th, 2019

during all lunches.

**What activities will FFMS Kick Butts Day include?**

- Sign the Pledge
  - #TheFirstGeneration of tobacco-free kids
  - #NoSmashThruKiss
  - **FREE T** for your pledge (only supplies limit)
- Visit with FFHS Peer Power
  - Disappear like smoking changes lung tissue
  - Hear real-world scenarios & advice
  - Learn strategies for saying "NO"
- Talk with Officer Cottrell & Nurse Jenn
  - Legal & health risks
  - Get 4th grade pamphlet, Sun, and stickers provided by Clinix & Tobacco Prevention Manager through Alliance Regional Health Services

**What is Kick Butts Day?**

Each year, on the third Wednesday of March, schools and communities around the world organize events for Kick Butts Day - a national day of activism that **empowers youth** to stand out, speak up and seize control against Big Tobacco.

Over a thousand school and community events are planned for Kick Butts Day 2019. These events will highlight harmful consequences of tobacco use, marketing tactics that lure kids into addiction, and proven solutions to win the fight against tobacco.

**FFMS is an officially registered site for Kick Butts Day 2019!**

85% of high school students use flavored tobacco products.

High school e-cigarette users are using them more often.

Use more than 700 days in the past 90 days.

Advertising + Flavors = Youth e-cigarette use

Discreet clothing - JUUL fits in everything

**JUUL**

**Tell the FDA to ban all flavored tobacco products**

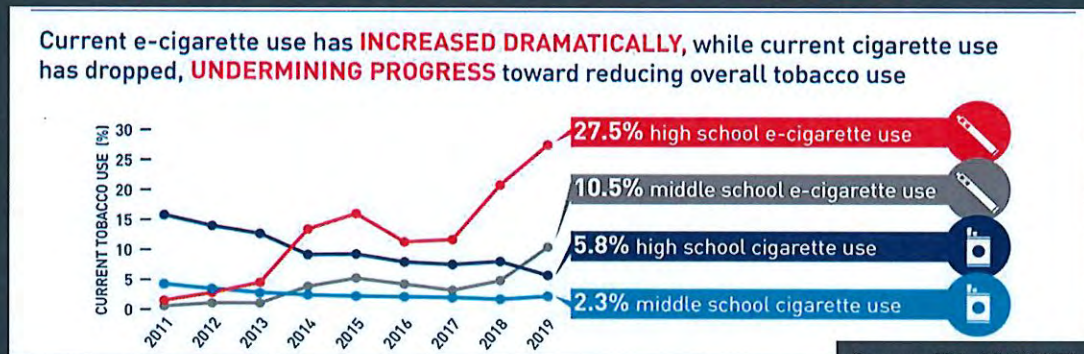
Sign the petition calling on the FDA to end the sale of flavored tobacco products.

Name	State	Zip	Signature
Jessie Gaud	NC	27576	[Signature]
John A. Webb	NC	27576	[Signature]
Crystal Mager	NC	27576	[Signature]
JENNIFER Mager	NC	27576	[Signature]
Lindsay Garcia	NC	27553	[Signature]
Laura Tompkins	NC	27576	[Signature]

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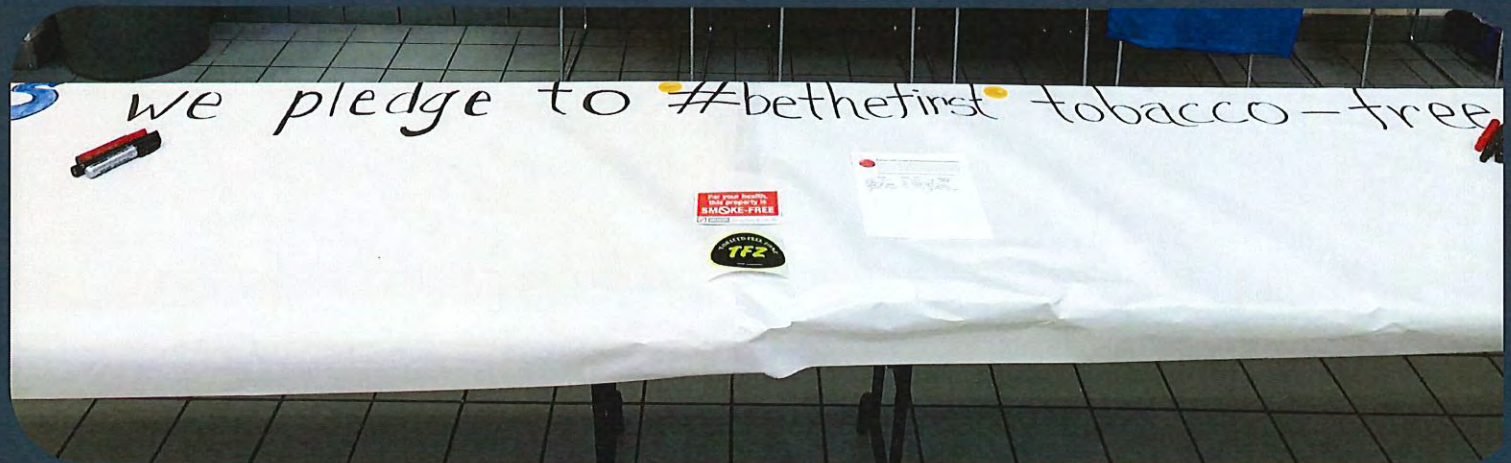


SMOKE-FREE  
Kids

PLEDGE TO  
**#BeTheFirst**

Let's make history together and help create  
the first tobacco-free generation

Generously supported by:







Peer Power Mentors using pig lungs to demonstrate the effects of tobacco!







First Flight Middle School  
Kick Butts Day 2019



**A PROCLAMATION**  
**“TAKE DOWN TOBACCO DAY”**

**WHEREAS**, traditional cigarette usage in teens has been on a downward trend over the past decade, tobacco use overall has been on an upward trend due to the emergence of a new product, the electronic cigarette. These products are more commonly referred to as “e-cigarettes” and/or “juuls”; and

**WHEREAS**, these products are easily accessible to the youth population, come in a variety of flavors at an extremely low cost. The lack of a distinct smell and the inconspicuous nature of the devices make them easy to conceal. Therefore, their use often goes unnoticed; and

**WHEREAS**, according to information provided by the Centers for Disease Control, the number of high schoolers who are using tobacco at least once a day is on the rise and over the past two years the number of students that have developed a smoking habit has more than doubled with 9 out of 10 cigarette smokers starting the habit by the age of 18; and

**WHEREAS**, although our community has also seen an increase in smokers, mainly at the high school age, middle schoolers still present a cause for concern; and

**WHEREAS**, the Dare County Department of Health and Human Services has provided education, public awareness and offered intervention links for our youth population, the use of electronic cigarettes continues to present a challenge to the health and well-being of our youth population; and

**WHEREAS**, Dare County has been proactive in responding to this challenge by prohibiting the use of electronic cigarettes in restaurants and bars, this primarily targets adults in our community; and

**WHEREAS**, Dare County needs to acknowledge the problem that we currently face with tobacco use amongst our youth and encourage our community to focus attention on e-cigarette use in young people.

**NOW, THEREFORE, BE IT RESOLVED**, the Dare County Board of Commissioners, do hereby proclaim the day of March 18, 2020 as “Take Down Tobacco Day” and call upon the people of Dare County to increase their awareness and understanding of the problems we face regarding tobacco use amongst our youth.

This the 2<sup>nd</sup> day of March, 2020.

SEAL

Attest:

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

\_\_\_\_\_  
Cheryl C. Anby, Clerk to the Board



*Proclamation Establishing April 2020 as "North Carolina 811 Safe Digging Month"*

**Description**

The North Carolina One Call System (NC811), a utility notification and education center, celebrates its 42nd year of service to the citizens of North Carolina.

**Board Action Requested**

Issue Proclamation

**Item Presenter**

Robert Woodard, Sr., Chairman



**A PROCLAMATION**

**ESTABLISHING APRIL 2020 AS “NORTH CAROLINA 811 SAFE DIGGING MONTH”**

**WHEREAS**, Dare County, designates the month of April 2020 as “**North Carolina 811 Safe Digging Month**”; and

**WHEREAS**, as utility owners, excavators, designers, and homeowners work to keep pace with North Carolina’s economic development, it is important to minimize damages to underground utility lines, danger to workers and the general public, environmental impact, and loss of utility services to the citizens of North Carolina; and

**WHEREAS**, North Carolina 811, a utility service notification center and leader in education celebrates its 42<sup>nd</sup> year of continuous service to the State, is key to preventing injuries and damages when excavating; and

**WHEREAS**, this unique service provides easy, one-call notification about construction and excavation projects that may endanger workers and jeopardize utility lines while promoting workplace and public safety, reducing underground utility damage, minimizing utility service interruptions and protecting the environment; and

**WHEREAS**, this vital service, which began in 1978, serves the citizens of North Carolina from the mountains to the coast, educates stakeholders about the need for excavation safety, whether the project is as small as planting a tree to designing and beginning construction on a new interstate; and

**WHEREAS**, in 2019, the North Carolina one-call system received 2.2 million notification requests and transmitted over 12.2 million requests, providing protection to utility companies infrastructure, their employees, excavators, and customers;

**NOW, THEREFORE, BE IT RESOLVED**, that Dare County has designated the month of April 2020 as “**North Carolina 811 Safe Digging Month**” to encourage all excavators and homeowners of Dare County to contact 8-1-1, either by dialing 8-1-1 or contacting NC811 via the webpage of NC811.org at least three working days prior to digging in order to “**Know What’s Below,**” avoid injury, protect the environment, prevent millions of dollars in damages and to remind excavators that three working days’ notice is the law, for safe digging is no accident, and that more information may be obtained by visiting [www.nc811.org](http://www.nc811.org).

This the 2<sup>nd</sup> day of March, 2020.

SEAL

Attest:

\_\_\_\_\_  
Robert Woodard, Sr., Chairman

\_\_\_\_\_  
Cheryl C. Anby, Clerk to the Board



*NCDOT's Future I-87 Resiliency, Innovation, Safety, Economy Project*

**Description**

NCDOT is developing a project along US 64/17 (Future I-87) to increase resiliency, capacity and mobility for trucks and cars, as well as the installation of a fiber network along Future I-87 and US 64 to provide "near-term" and "long-term" benefits. NCDOT is submitting a Federal grant application to help with the project. Rachel Nangle, Environmental Planner with the engineering firm AECOM, has contacted the County regarding support for NCDOT's grant application. A letter for support is provided for Board consideration.

**Board Action Requested**

Approve letter of support for NCDOT Federal grant application for Future I-87 and authorize the County Manager to sign the letter.

**Item Presenter**

Robert Outten, County Manager



# COUNTY OF DARE

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

Robert L. Outten  
County Manager  
County Attorney

(252) 475-5803  
fax (252) 473-1817  
outten@darenc.com

March 2, 2020

Honorable Elaine Chao  
U.S. Secretary of Transportation  
U.S. Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Dear Secretary Chao:

Please accept this letter of support for the North Carolina Department of Transportation's (NCDOT's) **Future I-87 Resiliency, Innovation, Safety, Economy Project** (the "Future I-87 RISE Project" or "the Project" hereafter) application to the U.S. Department of Transportation's INFRA Program. The Future I-87 RISE Project is the result of a continuous thoughtful and coordinated strategy to support regional and national economic vitality through the deployment of innovative technology and creative infrastructure investments to improve freight mobility, rural access, and infrastructure resiliency specifically in an underserved portion of eastern North Carolina. The Project combines multiple complementary investments selected for their ability to deliver improved corridor performance and system resiliency while increasing the physical and digital connectivity of rural communities in eastern North Carolina. The Project is a large step forward in realizing North Carolina's vision to build out and harden the network of freight distribution/military corridors in eastern North Carolina.

The future I-87 corridor traverses rural eastern North Carolina, connecting Raleigh, NC at its southern terminus and the Hampton Roads-Norfolk region in Virginia at its northern terminus. When fully completed, this corridor will serve as an interstate connection between the Port of Virginia and I-95. This corridor is critical to connecting northeastern North Carolina industries and farms to their best export option through the Port of Virginia and represents concerted cooperation across state lines to realize national economic development opportunities. Improvements along the future I-87 corridor will also capitalize on the \$270M investments in the Carolina Connector Intermodal Rail Terminal (CCX), removing barriers along the transportation route between CCX, the I-95 corridor, and the Port of Virginia. It is projected that activity at CCX will reduce shipping costs by 40% and increase the efficiency of the movement of goods, producing national economic trade benefits. Project investments in this corridor will improve the road to interstate standards from Zebulon to Williamston, make upgrades to several interchanges, and widen the road to six lanes in the vicinity of Zebulon. The Project will make numerous spot

improvements to mitigate road flooding in the Princeville area. Collectively, these improvements will offer rural residents a safer and faster travel option to access the Raleigh job market.

Future I-87 and the U.S. 64 extension out to the coast are important evacuation routes. The Project will install fiber optic cable along the entire length of the future I-87 corridor, as well as the extension of U.S. 64 from Williamston to Whalebone. This investment will permit NCDOT to implement state-of-the-art wind and flood monitoring, manage the corridor in a coordinated manner with I-95 and U.S. 70 (future I-42) where fiber is already being installed, prepare for the future implementation of connected and autonomous vehicles, enhance broadband capability in this underserved rural area, and offer the potential for revenue opportunities to NCDOT through the lease of excess fiber capacity. The installation of fiber will also represent a sound investment due to the projected revenue generation the state will see from providing a fiber/broadband “backbone” for additional incremental private investment in network expansion to rural areas.

While the Project addresses multiple evaluation criteria for the INFRA program, improving the economic competitiveness of eastern North Carolina’s rural communities along future I-87 lies at the heart of this project. This INFRA grant, when combined with the significant state investment, would position North Carolina to immediately move forward to improve safety, address key bottlenecks, and further build out the backbone of its eastern freight network while simultaneously improving the resiliency of key evacuation routes used by residents of North Carolina and neighboring states. The Project is a prudent investment that will increase the return on prior federal investments and proactively protect existing transportation assets, thereby preventing future losses.

For these reasons, we strongly urge you to support the *Future I-87 Resiliency, Innovation, Safety, Economy Project* and the NCDOT’s application for federal INFRA grant funding to accelerate its construction.

Sincerely

Robert L. Outten  
Dare County Manager/Attorney

RLO/cca



*Consent Agenda*

**Description**

1. Approval of Minutes (02.18.2020)
2. Water Department Budget Amendment -Distribution Lines - ND
3. Water Department Budget Amendment - Stumpy Point Maintenance
4. Amendment to Capital Project Ordinance for 2018 CIP for Manteo High School
5. DHHS Budget Amendment - Low Income Energy Assistance
6. Corrections to Revenue Account Numbers for FY 2020 CIP Budget
7. Government Education Access Channels 2020-21 Proposed Budget

**Board Action Requested**

Approval

**Item Presenter**

Robert Outten, County Manager





*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**

Robert Outten, County Manager



# County of Dare

P.O. Box 1000 | Manteo, NC 27954

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## MINUTES

### DARE COUNTY BOARD OF COMMISSIONERS MEETING

Dare County Administration Building, Manteo, NC

**5:00 p.m., February 18, 2020**

Commissioners present: Chairman Robert Woodard, Sr., Vice-Chairman Wally Overman  
Rob Ross, Steve House, Jim Tobin, Danny Couch, Ervin Bateman

Commissioners absent: None

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

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).

At 5:02 p.m. Chairman Woodard called to order the regularly scheduled meeting with appropriate prior public notice having been given. He invited Rev. Jody Moore, of Outer Banks Presbyterian, to share a prayer, and then he led the Pledge of Allegiance to the flag.

#### **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:

- Thanked Commissioner Couch for setting up the meeting regarding the Graveyard of the Atlantic Museum where they discussed some potential expansion for exhibits.
- He attended the State of the Region report presented by both Senator Steinburg and Representative Hanig on February 6.
- Arts Council had a retreat to discuss the goals and objectives of the Council and in March there would be a groundbreaking for the courtyard project.
- Met with Malcolm Fearing and Bill Massey recently to discuss COA, what the Board had approved to date and also shared some future goals and objectives.
- He participated with Commissioner Ross in an event at the Baum Center where the COA Foundation presented nine students with the Susan K. Preston Scholarship for 2019.
- He would be attending the NACo conference in D.C. at the end of the month with Vice-Chairman Overman.
- Attended the Mayor luncheon where they discussed budget items and revaluation.
- Announced the April 20, 2020 Board meeting would be held on Hatteras Island.

## **ITEM 2 – PUBLIC COMMENTS**

At 5:12 p.m. the Manager outlined the procedure for making public comments in Manteo and via the video link to the Fessenden Center Annex in Buxton. Following is a summary of all citizen remarks, which can be viewed in their entirety in a video on the County website:

### ***The following comments were made in Manteo:***

1. Katherine Fagan referenced the “sanctuary resolution that was passed” at the February 4, 2020 meeting. She read a proposed resolution and requested the Board to consider same. She added she felt all the amendments were important and noted she offered her comments “with civility and respect” She disagreed with the previous resolution.
2. Michael Tillett, founding partner and promoter of Garage Band Charities, spoke about the 2020 OBX Rod and Custom Festival, which would take place May 1-2, 2020 on the Outer Banks. He announced there were currently 364 cars registered for the event and would present an additional update at the next meeting.

### ***There were no comments made in Buxton***

The County Manager closed Public Comments at 5:20 p.m.

## **ITEM 3 – SOUTHERN SHORES LIBRARY COMMITTEE**

Lilias Morrison, resident of Southern Shores, came as a representative of the Southern Shores Library Committee. She provided a presentation regarding their interest in a Northern Branch library. Their committee, with members from Southern Shores, Duck and Kitty Hawk, had examined the feasibility of a library that would serve those areas, as the year-round population had grown. In December, 2019, they provided their findings to the Town Council of Southern Shores. The public survey indicated support of a branch located in Northern Dare and reflected 75% of the residents would use the library if there was one closer to them. The most desired services were the ability to not only check out books but to enjoy the convenience of the adult and children’s programs offered at the other branches along with computer accessibility. The committee had located a potential site at 6 Juniper Lane in Southern Shores. The building, which adjoined the main TowneBank and had approximately 2,570 sq. ft., was felt to be a suitable location; and would be offered for Dare County to lease for \$1 a year. An engineer had inspected the area and arrived with a preliminary plan on how to adapt the space for use as a library. The estimated cost would be \$150-175,000 to modify the area with an operating budget of \$150,000 per year. The committee asked the Dare County Board to establish a Dare County library branch in Southern Shores with implementation in the 2020/21 Dare County budget.

Chairman Woodard thanked the committee for their information and noted the Board would place the item on the agenda for further discussion during budget review in the coming sixty days. Commissioner Ross invited Jonathan Wark, East Albemarle Regional Library Director, to speak to the current library statistics. Thirty percent of library users were in Duck, Kitty Hawk and Southern Shores. Mr. Wark offered there were 1,800+ active users from those

localities and he explained “active users” were residents who had used their cards in the last two years. Commissioner Tobin inquired the cost for an initial library inventory. Mr. Wark explained there would be an “opening day collection”, which could cost tens of thousands for the initial one-time stocking of a new library. This estimate was based on the proposed size of the location together with shelving costs. Every year there would be additional operational stocking expenses. Chairman Woodard suggested additional questions be provided to Mr. Wark in order to provide for further discussion during budget retreat considerations. Ms. Morrison offered there were other sources for funding with regard to initial inventory costs.

#### **ITEM 4 – RESULTS OF THE 2020 COUNTYWIDE REVALUATION**

Greta Skeen and Hosea Wilson presented the results of the countywide property revaluation, effective January 1, 2020. The department had worked on the project for two years. Ms. Skeen thanked the Board for the analysis software and the 3D imagery, which had helped in the review of the 41,343 Dare County parcels. The values are considered preliminary until all of the appeals processes are completed. Mr. Wilson explained the property owners of Dare County were diverse with 45% residents, 26% Virginia residents, 9% from other NC counties and the remaining 20% from numerous foreign countries and all fifty states. The tax base was made up of residential, condominiums, timeshares, commercial properties and boat slips. The overall value of the county’s property tax base increased 26 percent. The last revaluation was done in 2013. The revaluation notices should be mailed February 25, 2020 and would include information regarding the appeal process. The Assessor’s office is anticipating ten percent of property owners will submit appeal requests which may be done through mail, online or by visiting the office in person by scheduled appointment. The deadline for filing appeals would be March 17 (21 days from the date of the notice). The department indicated they would respond to each appeal; however, a review all appeals would be accomplished before responding in order to compile information for consideration. The Board of Equalization and Review would convene the first Monday in April and first Monday in May. It is not necessary to file an informal appeal with the Assessor’s office in order to appeal with the Board of Equalization and Review. Once that Board recessed in 2020, those values would be set. If property characteristics were found to be incorrect, they could be corrected.

#### **ITEM 5 – DARE SOIL & WATER CONSERVATION DISTRICT REPORT**

Ann Daisey presented the District Report for Dare Soil & Water Conservation. She reviewed the Cost Share Programs which helped with water quality, soil erosions and soil health. Two of the programs dealt with agriculture and water quality practices. In East Lake, a farmer was provided \$30,000 to aid in land leveling and “cover crops” to prevent erosion and runoff issues. In other areas, rain gardens were installed to help with stormwater runoff and well pump and micro-irrigation systems were installed in others. Additional enhancement grants were obtained to aid Manteo with permeable payment for Town Commons and the Town of Nags Head with grassed swales along Soundside Road. The district also worked on stream debris removal and disaster recovery as it related to impediment of the flow of water in area canals and ditches. Alligator weed and other aquatic invasive control spraying were in their third year in East Lake with hopes to broaden treatment throughout other areas of Dare. Community outreach highlights included Secotan Market, Earth Fair, a 5<sup>th</sup> grade bookmark contest and after-school programs at 4H. The District and Board had adopted a new mission statement in October, 2019, with a 5-year plan of goals and objectives, which included

collaboration with county, local, state and federal agencies regarding conservation issues. The District Board was comprised of three elected members: Ricki Shepherd, Matt Paulson and Paul Wright along with two appointed members, Lora Eddy and Erin Fleckenstein. Ricki Shepherd, Board Chair, advised Ms. Daisey had brought the Soil and Water District to a new level of involvement and cooperation with state community programs, which had brought hundreds of thousands of dollars to Dare County and neighboring areas. Ms. Shepherd asked for expansion of the staff in order to maintain the 5-year plan goals. She thanked Ann Daisey for her dedication and offered best wishes as she leaves her position to pursue other opportunities to educate the community.

**ITEM 6 – E911 CENTURYLINK CONTRACT – AMENDMENT TO THE CAPITAL PROJECT ORDINANCE AND BUDGET AMENDMENT FO THE E911 FUND (Att. #1)**

Robert Outten reviewed a summary of the CenturyLink Contract. The contract, dated November 7, 2016, was for both the Regional Emergency Communications Center (RECC) and the E911 operating costs after project completion. The County had not received invoices for the final project portion after repeated inquiries and had received written confirmation there were no outstanding amounts due CenturyLink. The County had recently received an invoice totaling \$431,546, which stated the error was due to their reporting. Mr. Clawson’s summary explained \$151,266 would be paid from the Capital Project Budget and the remaining balance, \$280,280, would be paid from the E911 Fund Operating Budget. The payment would not create an E911 funding issue, as projected ending fund balances were approximately \$531,648 for FY2020 and \$459,415 for FY 2021.

**MOTION**

Commissioner House motioned to adopt amendment to the Capital Project Ordinance and approve the budget amendment.

Commissioner Tobin seconded the motion.

VOTE: AYES unanimous

**ITEM 7 – AVON VILLAGE BEACH NOURISHMENT PROJECT CONSULTING ENGINEER CONTRACT**

County Manager presented the Coast Science Engineering (CSE) consulting engineer Phase 1 Feasibility Study proposal for the Avon Village Beach Nourishment Project. The Phase 1 schedule would provide the necessary field data collection, analytical and modeling work with a report expected in approximately six months. An itemized budget for the project was divided and outlined with task descriptions which subtotaled \$151,960 with an allowance for subcontractor coring (if needed) for an additional \$15,000 and would be billed over the duration of the project with monthly invoices. The proposed area to be surveyed was four miles of beach centered at Avon and adjacent beach areas, which included up to 2,500 linear feet of National Park Service shoreline outside of Avon Village limits.

**MOTION**

Commissioner House motioned to approve the CSE Consulting Engineer Proposal and authorize the County Manager to execute a final agreement.

Vice-Chairman Overman seconded the motion.

VOTE: AYES unanimous

## **ITEM 8 – CONSENT AGENDA**

The Manager announced the items as they were visually displayed in the meeting room. Chairman Woodard inquired as to the large number of “over-payments” in the Tax Collector’s Report. County Manager did not have specific answers; however, he offered some of the refunds were due to tax appeals, clerical errors, property owner escrow issues and overpayment.

### **MOTION**

Commissioner House motioned to approve the Consent Agenda with the changes noted below on Item 8(1):

1. Approval of Minutes (02.04.20) with one amendment on page 8, the word “merchant” corrected to “emergency” **(Att. # 2)**
2. Statewide Mutual Aid Agreement
3. Water Department Budget Amendment
4. RECC/EOC Audio/Visual System Service Agreement with CENERO
5. Audit Contract for FY 2020 **(Att. #3)**
6. 4-Year Computer Lease for Dare County Sheriff’s Office
7. McGuire Woods Consulting – Lobby Agreement
8. Tax Collector’s Report

Commissioner Ross 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 House:**

- He would be attending the NC Marine Fisheries Commission meeting in Beaufort involving many voting items to include the final adoption of the Blue Crab Amendment 3 and discussion on adoption of goals and objectives of the Southern Flounder Fishery Management Plan Amendment 3. DC Working Watermen would meet later in the month to follow up on conclusions from the meeting in Beaufort.
- Reported Ryan Newman, who had suffered extensive injuries during the Daytona 500, had survived his accident.
- He introduced the video for Pet of the Week, which highlighted Gracie, a 6-year old, three-legged dog ready for adoption.
- He announced Elizabethan Gardens would be hosting “Woofstock” on April 18, 2020.

### **Vice-Chairman Overman**

- On February 4-6, the “Escape the Vape” program was presented to Hatteras Secondary, First Flight and Manteo Middle schools. Luka Kinard was able to engage well with the audience and many good questions were asked at these well-attended programs.
- On February 11 he attended with the Saving Lives Task Force in a faith-based meeting in Kitty Hawk with the Holy Redeemer Catholic Church community as part of the faith-based outreach for them to become active in the work being done by the Task Force.
- He enjoyed the Manns Harbor Fire Department awards dinner he attended with Commissioner Ross. The tour of the fire department facility provided an interesting

transition of younger men in the department who were definitely dedicated and engaged in providing good firefighting and emergency services.

- He also attended the open house at the Kill Devil Hills Library to celebrate the library's thirty years of service to the community.
- In order to clarify a statement made during public comment, Commissioner Overman explained it was erroneous to state the resolution adopted by the Board at its last meeting was a "sanctuary county resolution". The resolution was in support of the entire U.S. Constitution and it did not contain the word "sanctuary".

#### Commissioner Bateman

- Offered no new business.

#### Commissioner Couch

- Thanked the Board for coming to Hatteras Island recently to present the State of the County address. He had heard a lot of good things for the proactive reach out and it did not go unnoticed by the community.

#### Commissioner Tobin

- Although he had been at a trade show the previous meeting, he expressed his total support of the resolution passed at the last meeting concerning the U.S. Constitution.
- He attended the DC Adult Services Board meeting and met with Amy Acola, who had a lot of great ideas for the Center.
- He encouraged the Baum Center to coordinate a bit more with Spring Arbor to engage their residents with Baum Center activities.
- Shannon Brooks had tendered her resignation as director at the DC Center of the NC Cooperative Extension office and would be resuming her education at NC State.
- Oregon Inlet Task Force met in February and RFP's were issued to fourteen shipyards with a week to reply. Five shipyards denied the process and nine were working on proposals, with several having asked for two-week extensions to respond.
- Encouraged everyone to vote.
- He reported the Merritt had returned to Oregon Inlet and would return to Hatteras as soon as possible.

#### Commissioner Ross

- Thanked Vice-Chairman Overman for his statements of clarification regarding the resolution adopted in support of the U.S. Constitution.
- The Manns Harbor Appreciation dinner was an amazing event and highlighted area appreciation of their firefighters.
- He would be attending the Outer Banks Community Foundation awards luncheon.
- On March 2 there would be a meeting with UNC School of Government regarding the essential housing issues in the area with a site visit.
- He would be participating with the Tourism Board Event Site Task Force on February 25 to discuss the strategies for the Soundside event site and other additional benefits to maximize the potential benefits of its use and attraction for future events.
- He noted the Albemarle Commission continued their search for a new executive director. Bob Murphy was currently acting as temporary executive director.

**MANAGER’S/ATTORNEY’S BUSINESS**

County Manager Outten advised he had received a request from the engineers working on the Village of Hatteras bikeway/sidewalk project to locate an approximate 15’ wide portion of the path in front of the Hatteras Medical Center. He requested authorization from the Board to send the approval letter for the location to allow completion of the project’s permitting phase. An easement would be requested at a later date.

**MOTION**

Commissioner Bateman motioned to allow the Village of Hatters to place a portion of their bikeway/sidewalk project along the requested frontage of the Hatteras Village Medical Center and for the County Manager to provide the approval letter.

Commissioner Couch seconded the motion.

VOTE: AYES unanimous

Dorothy Hester commented the Escape the Vape program would be available on Current. The Complete Count Committee would be providing the Board with an update at the next meeting. She added there were many part-time census jobs available to facilitate the delivery of notices door-to-door. Her department is working on the float for the Board to present and attend the St. Patrick’s Day parade in March.

Dave Clawson offered no new business, but in response to Chairman Woodard’s concerns regarding the tax refunds (Item 8 under the Consent Agenda), he noted one of the properties was a twenty-four bedroom, ocean front home in Kill Devil Hills.

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

**MOTION**

Commissioner Tobin motioned to adjourn the meeting.

Commissioner Ross seconded the motion.

VOTE: AYES unanimous

At 7:18 p.m., the Board of Commissioners adjourned until 9:00 a.m., March 2, 2020.

Respectfully submitted,

[SEAL]

By: \_\_\_\_\_  
Cheryl C. Anby, Clerk to the Board

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

Note: Copies of attachments (Att.), ordinances, contracts, presentations, and supporting material considered by the Board of Commissioners at this meeting are on file in the office of the Clerk to the Board.





*Water Department Budget Amendment*

**Description**

To move funds received by NCDOT water line relocations payment to Distribution Lines-ND.

**Board Action Requested**

Approval of budget amendment.

**Item Presenter**

Pat Irwin

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# DARE COUNTY

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## BUDGET AMENDMENT

F/Y 2019/2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department: Water</u>					
<u>Revenues:</u>					
NCDOT Reimbursement	363800	427550		30,529	
<u>Expenditures:</u>					
Distribution Lines-ND	364815	518004	36001	30,529	

Explanation:

NCDOT reimbursed the Water Department \$30,528.55 for moving a water line for the NCDOT Kitty Hawk Road Bridge project.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*Water Department Budget Amendment.*

**Description**

To move funds from Water Distribution Lines – ND to Stumpy Point Maintenance & Repair Equipment Wastewater.

**Board Action Requested**

Approval of budget amendment.

**Item Presenter**

Pat Irwin

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# **DARE COUNTY**

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## **BUDGET AMENDMENT**

**F/Y 2019/2020**

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department:</u>					
<u>Revenues:</u>					
Distribution Lines - North Dist.	364815	518004	36001		30,403
Stumpy Pt. M & R Equipment WW	364819	511501	36008	30,403	

Expenditures:

Explanation:

Fund transfer is to cover an anticipated shortfall in the Stumpy Point Maintenance & Repairs Equipment-Wastewater line item.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_



*Amendment to Capital Project Ordinance for 2018 CIP for Manteo High School*

**Description**

Improvements at Manteo High School were included in the 2018 CIP (roofs & fuel tanks) and were financed as a part of the Series 2018 LOBs. The fuel tank permitting has taken an extended amount of time and \$24,021 of unbudgeted interest income has been earned in the construction account held by the trustee.

The funds must be used for the project or be transferred to the trustee's debt service account (with no budget benefit to the County). Dare County Schools requests and staff recommends adding the interest earned to the project budget.

**Board Action Requested**

Adopt the amendment to the capital project ordinance.

**Item Presenter**

David Clawson, Finance Director

**County of Dare, North Carolina**  
**Amendment to Capital Project Ordinance - Schools**  
**for**  
**Fiscal Year 2018 Projects in the Adopted Capital Improvements Plan**

BE IT ORDAINED as authorized by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance, originally adopted on September 18, 2017, and amended on June 4, 2018, is hereby amended:

Section 1 This amendment is to finalize the budget for the approved projects for fiscal year 2018 in the adopted Capital Improvements Plan.

Section 2 The following budget shall be conducted within the School Capital Projects Fund (fund #63).

Section 3 The following amounts are additionally appropriated for the projects:

Manteo High Roof & Fuel Tanks S2018 LOBs	635675-737435-98658	\$24,021
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Section 4 The following revenues are additionally anticipated to be available to complete the projects:

Interest on Construction Account S2018 LOBs	633675-450100-98727	\$24,021
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Section 5 The Finance Officer is directed to report the financial status of the project as a part of the normal financial reporting process.

Section 6 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer, the Superintendent of the Dare County Schools, and the Clerk to the Board of Commissioners.

Adopted this 2<sup>nd</sup> day of March, 2020.

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Chairman, Board of Commissioners

[SEAL]

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Cheryl Anby, Clerk to the Board of Commissioners



*DHHS Budget Amendment - Low Income Energy Assistance*

**Description**

This is to budget the additional allocation of 100% federally funded Low Income Energy Assistance. There is no effect on county dollars.

**Board Action Requested**

Approve Amendment

**Item Presenter**

n/a

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# DARE COUNTY

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## BUDGET AMENDMENT

F/Y 2019/2020

ACCOUNT	CODE			INCREASE	DECREASE
	Org	Object	Project		
<u>Department:</u>					
<u>Revenues:</u>					
St. and Fed. Aid - Admin	103026	423001		4,716	
 <u>Expenditures:</u>					
Low Income Energy Assistance	104611	580120		4,716	

Explanation:

This is to budget the additional allocation of 100% federally funded Low Income Energy Assistance. There is no effect on county dollars.

**Approved by:**

Board of Commissioners: \_\_\_\_\_

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

County Manager: \_\_\_\_\_

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

(sign in red)

*Finance only:*

Date entered: \_\_\_\_\_ Entered by: \_\_\_\_\_ Reference number: \_\_\_\_\_





**DIVISION OF SOCIAL SERVICES**

**Low-Income Energy Assistance (LIEAP)**

**FUNDING SOURCE:** Federal Low Income Home Energy Assistance Funds

**EFFECTIVE DATE:** 12/01/2019

**AUTHORIZATION NUMBER:** 3

**ALLOCATION PERIOD**

**FROM DECEMBER 2019 THRU MAY 2020 SERVICE MONTHS**

**FROM JANUARY 2020 THRU JUNE 2020 PAYMENT MONTHS**

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization		Additional Allocation		Grand Total Allocation	
		Federal	Total	Federal	Total	Federal	Total
01	ALAMANCE	637,067.00	637,067.00	0.00	0.00	637,067.00	637,067.00
02	ALEXANDER	117,086.00	117,086.00	0.00	0.00	117,086.00	117,086.00
03	ALLEGHANY	55,094.00	55,094.00	0.00	0.00	55,094.00	55,094.00
04	ANSON	206,076.00	206,076.00	4,761.00	4,761.00	210,837.00	210,837.00
05	ASHE	121,168.00	121,168.00	0.00	0.00	121,168.00	121,168.00
06	AVERY	67,991.00	67,991.00	4,761.00	4,761.00	72,752.00	72,752.00
07	BEAUFORT	283,470.00	283,470.00	0.00	0.00	283,470.00	283,470.00
08	BERTIE	148,597.00	148,597.00	0.00	0.00	148,597.00	148,597.00
09	BLADEN	206,425.00	206,425.00	4,761.00	4,761.00	211,186.00	211,186.00
10	BRUNSWICK	433,776.00	433,776.00	0.00	0.00	433,776.00	433,776.00
11	BUNCOMBE	869,374.00	869,374.00	0.00	0.00	869,374.00	869,374.00
12	BURKE	376,319.00	376,319.00	0.00	0.00	376,319.00	376,319.00
13	CABARRUS	603,855.00	603,855.00	0.00	0.00	603,855.00	603,855.00
14	CALDWELL	365,870.00	365,870.00	0.00	0.00	365,870.00	365,870.00
15	CAMDEN	23,446.00	23,446.00	0.00	0.00	23,446.00	23,446.00
16	CARTERET	232,595.00	232,595.00	0.00	0.00	232,595.00	232,595.00
17	CASWELL	124,324.00	124,324.00	4,761.00	4,761.00	129,085.00	129,085.00
18	CATAWBA	575,439.00	575,439.00	-100,000.00	-100,000.00	475,439.00	475,439.00
19	CHATHAM	178,308.00	178,308.00	0.00	0.00	178,308.00	178,308.00
20	CHEROKEE	135,096.00	135,096.00	4,761.00	4,761.00	139,857.00	139,857.00
21	CHOWAN	78,359.00	78,359.00	0.00	0.00	78,359.00	78,359.00
22	CLAY	48,942.00	48,942.00	0.00	0.00	48,942.00	48,942.00
23	CLEVELAND	547,890.00	547,890.00	0.00	0.00	547,890.00	547,890.00
24	COLUMBUS	340,294.00	340,294.00	0.00	0.00	340,294.00	340,294.00
25	CRAVEN	418,256.00	418,256.00	0.00	0.00	418,256.00	418,256.00
26	CUMBERLAND	1,744,910.00	1,744,910.00	0.00	0.00	1,744,910.00	1,744,910.00
27	CURRITUCK	64,273.00	64,273.00	0.00	0.00	64,273.00	64,273.00
28	DARE	84,618.00	84,618.00	4,761.00	4,761.00	89,379.00	89,379.00
29	DAVIDSON	634,663.00	634,663.00	0.00	0.00	634,663.00	634,663.00
30	DAVIE	135,562.00	135,562.00	0.00	0.00	135,562.00	135,562.00
31	DUPLIN	292,479.00	292,479.00	4,761.00	4,761.00	297,240.00	297,240.00
32	DURHAM	1,210,732.00	1,210,732.00	0.00	0.00	1,210,732.00	1,210,732.00
33	EDGECOMBE	416,795.00	416,795.00	0.00	0.00	416,795.00	416,795.00
34	FORSYTH	1,587,027.00	1,587,027.00	0.00	0.00	1,587,027.00	1,587,027.00
35	FRANKLIN	240,431.00	240,431.00	0.00	0.00	240,431.00	240,431.00
36	GASTON	959,365.00	959,365.00	0.00	0.00	959,365.00	959,365.00
37	GATES	52,381.00	52,381.00	4,761.00	4,761.00	57,142.00	57,142.00
38	GRAHAM	41,027.00	41,027.00	4,761.00	4,761.00	45,788.00	45,788.00
39	GRANVILLE	201,405.00	201,405.00	0.00	0.00	201,405.00	201,405.00
40	GREENE	127,462.00	127,462.00	0.00	0.00	127,462.00	127,462.00
41	GUILFORD	2,229,395.00	2,229,395.00	0.00	0.00	2,229,395.00	2,229,395.00
42	HALIFAX	446,061.00	446,061.00	0.00	0.00	446,061.00	446,061.00
43	HARNETT	543,200.00	543,200.00	0.00	0.00	543,200.00	543,200.00
44	HAYWOOD	248,428.00	248,428.00	4,761.00	4,761.00	253,189.00	253,189.00
45	HENDERSON	316,474.00	316,474.00	0.00	0.00	316,474.00	316,474.00
46	HERTFORD	163,168.00	163,168.00	4,761.00	4,761.00	167,929.00	167,929.00
47	HOKE	246,477.00	246,477.00	0.00	0.00	246,477.00	246,477.00



*Corrections to Revenue Account Numbers for FY 2020 CIP Budget*

**Description**

The attached amendment to the capital project ordinance for the FY 2020 CIP corrects the revenue account numbers to include that project number for each project.

**Board Action Requested**

Adopt amendment to the capital project ordinance.

**Item Presenter**

David Clawson, Finance Director

**County of Dare, North Carolina  
Capital Project Ordinance  
for  
Approved FY 2020 CIP Projects**

BE IT ORDAINED as authorized by the Board of Commissioners of the County of Dare, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance, originally adopted on July 16, 2019, is amended:

Section 1 This ordinance is to establish a budget for the approved FY 2020 CIP projects.

Section 2 The following budget shall be conducted within the Capital Projects Fund (fund #61).

Section 3 The following amounts are appropriated for the projects:

None

Section 4 The following revenues are anticipated to be available to complete the projects:

Transfer from Capital Investment Fund 2020

613090-491100	(\$1,166,504)	decrease
613090-491100-60343	\$276,000	increase
613090-491100-60345	\$250,000	increase
613090-491100-60346	\$55,000	increase
613090-491100-60347	\$150,000	increase
613090-491100-60348	\$32,000	increase
613090-491100-60349	\$140,500	increase
613090-491100-60331	\$100,000	increase
613090-491100-60338	\$163,004	increase

Section 5 The Finance Officer is directed to report the financial status of the project as a part of the normal monthly reporting process.

Section 6 Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to the Board of Commissioners.

Adopted this 2<sup>nd</sup> day of March, 2020

\_\_\_\_\_  
Chairman, Board of Commissioners

[SEAL]

\_\_\_\_\_  
Cheryl Anby, Clerk to the Board of Commissioners



*Government Education Access Channels 2020-21 Proposed Budget*

**Description**

See Attached Summary

**Board Action Requested**

Approve the Budget

**Item Presenter**

Dorothy Hester, Master Public Information Officer

**Budget Summary**

Upon recommendation of the Government and Education Access Channels Committee, the attached proposed 2020/21 budget for CurrentTV is being presented for approval by every participating member entity of the Channels, as required by the interlocal agreement. The 10 participating entities are Dare County, the towns of Duck, Southern Shores, Kitty Hawk, Kill Devil Hills, Nags Head, Manteo, Dare County Schools, College of The Albemarle, and Coastal Studies Institute - ECU.

The recommended budget 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.

To maintain the fund balance at the recommended level, the proposed budget sets forth a plan to reduce the amount of fund balance being used for operations and strategically focuses budget spending to match yearly revenue. This includes a 50% cut to LPDI funding in the 2020-2021 fiscal year (from \$10,000 to \$5,000 per entity), followed by a gradual 50% cut to Contractual Services over the next 3 years.

**Government Education Access Channels Committee**  
**2020-2021 Proposed Budget**

The following item is presented for the Board's review and approval.

**Specific Action Requested:**

1. Approve the proposed 2020-2021 GEACC Budget.

**Budget Summary**

The Government Education Access Channels (GEAC) Committee has reviewed and approved the proposed 2020-2021 budget for the operation of the Government and Education Channels. The proposed budget, which would take effect July 1, 2020, 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 Coastal Studies Institute - ECU.

The budget as proposed requires no additional funding from the participating entities other than the current annual \$1000 membership fee. The 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.

Additionally, the GEACC has implemented a plan to cease the focused spend down of the fund balance, and strategically focus budget spending to match yearly revenue. As such the GEACC has approved a long term plan that includes a 50% cut to LPDI funding in 2020-2021 fiscal year, followed by a gradual 50% cut to Contractual Services over the next 3 years, which will gradually bring the fund balance to it's recommended level in that time period.

**Government Education Access Channels Committee  
2020-2021  
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 2020-2021 is projected to be a conservative \$270,000.00. 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 \$25,583.25 be allocated from the fund balance. The fund balance is projected to be \$161,796.00 on June 30, 2020. The proposed total budget for the Government and Education Access Channels Committee for 2020-2021 is \$306,583.25, that includes a 50% cut to LPDI funding as part of a long term plan to bring the fund balance to it's recommended level.



<b>INCOME</b>	<b>PROPOSED 2020-2021</b>	<b>CURRENT 2019-2020</b>
NC PEG Supplemental Video Disbursement (from the state NCDOR) <sup>1</sup>	270,000.00	260,000.00
Member Fees (annual fee paid by participating entities) <sup>2</sup>	10,000.00	10,000.00
Interest Income (interest from fund balance) <sup>3</sup>	1,000.00	1,000.00
<b>TOTAL INCOME</b>	<b>281,000.00</b>	<b>271,00.00</b>
<b>APPROPRIATED FUND BALANCE<sup>4</sup></b>	<b>25,583.25</b>	<b>148,961.40</b>
<b>TOTAL REVENUE</b>	<b>306,583.25</b>	<b>419,961.40</b>
<b>EXPENDITURES</b>		
Salaries (2 Full time employees) <sup>5</sup>	(118,000.00)	(113,000.00)
PT Salary (Internships) <sup>6</sup>	(0)	(2,000.00)
Merit Pay <sup>6</sup>	(2,360.00)	(2,260.00)
FICA	(9,027.00)	(8,644.50)
Retirement	(12,059.60)	(9,119.10)
Health Insurance <sup>8</sup>	(30,850.05)	(29,381.00)
Life Insurance	(224.20)	(214.70)
Retiree Health	(212.40)	(192.10)
Contractual Services (Production of Destination Dare/Ed Awareness) <sup>9</sup>	(50,000.00)	(50,000.00)
Professional Services <sup>10</sup>	(1,000.00)	(1,500.00)
Equipment - Repair, Replacement, Purchase <sup>11</sup>	(5,000.00)	(10,000.00)
Supplies <sup>12</sup>	(3,500.00)	(5,000.00)
Music Library <sup>13</sup>	(350.00)	(350.00)
Training	(1,000.00)	(2,500.00)
Travel	(1,000.00)	(2,500.00)
Professional Memberships	(250.00)	(500.00)
Channel Operations <sup>14</sup>	(7,200.00)	(15,000.00)
Marketing <sup>15</sup>	(1,000.00)	(15,000.00)
Miscellaneous	(500.00)	(500.00)
Capital Outlay	(0.00)	(40,000.00)
Contingency (Reserve for unexpected expenses) <sup>16</sup>	(5,000.00)	(5,000.00)
Emergency Contingency (Storm related overtime during activations) <sup>17</sup>	(2,500.00)	(2,500.00)
Vehicle Maintenance <sup>18</sup>	(500.00)	(500.00)
Vehicle Fuel <sup>19</sup>	(2,000.00)	(1,000.00)
Insurance and Bonds <sup>20</sup>	(2,900.00)	(2,900.00)
Uniforms <sup>21</sup>	(250.00)	(750.00)
<b>TOTAL OPERATING EXPENDITURES</b>	<b>(256,583.25)</b>	<b>(319,961.40)</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	(5,000.00)	(10,000.00)
LPDI 2 - College of The Albemarle	(5,000.00)	(10,000.00)
LPDI 3 - Dare County Government	(5,000.00)	(10,000.00)
LPDI 4 - Dare County Schools	(5,000.00)	(10,000.00)
LPDI 5 - Duck	(5,000.00)	(10,000.00)
LPDI 6 - Kill Devil Hills	(5,000.00)	(10,000.00)
LPDI 7 - Kitty Hawk	(5,000.00)	(10,000.00)
LPDI 8 - Manteo	(5,000.00)	(10,000.00)
LPDI 9 - Nags Head	(5,000.00)	(10,000.00)
LPDI 10 - Southern Shores	(5,000.00)	(10,000.00)
<b>TOTAL LPDI <sup>22</sup></b>	<b>(50,000.00)</b>	<b>(100,000.00)</b>
<b>TOTAL LPDI AND OPERATING EXPENDITURES</b>	<b>(306,583.25)</b>	<b>(419,961.40)</b>

**Government and Education Access Channel  
Budget Notes for 2020-2021**

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. With the fund balance nearing an appropriate level (currently at \$161,796) implement a plan to strategically focus budget spending to match yearly revenue. Per the guidance of the Committee, staff will work to cut both LPDI and Contractual Services by 50% over the next 3 years.

<sup>1</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. There has been no change in revenue between the 2019 and 2020 fiscal years, thusly we have budgeted for an anticipated revenue equal to year 2020.

<sup>2</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>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 \$161,796.00 on June 30, 2020. The appropriated fund balance is the amount pulled from the unappropriated fund balance to meet the obligations of the budget. **Staff believes that the fund balance is nearing a level where the previous spend down trend should be halted, and the budget's expenditures should be matched to its revenue.**

<sup>5</sup> **Salaries** - This budget currently funds two full-time positions that are considered to be Dare County employees. Increased due to the possibility of a new hire requiring a higher than projected salary.

<sup>6</sup> **Part Time Salaries** - Staff suggests cutting this line item as it was not previously utilized.

<sup>7</sup> **Merit Pay** - 2% of 118,000.00

<sup>8</sup> **Health Insurance** - Includes an annual employee only cost of \$11,172, and annual family cost of \$19,678 for vacant position. Vacant positions are budgeted at the Family cost.

<sup>9</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 in the alternate months.

<sup>10</sup> **Professional Services** - Item to pay for costs associated with talent services such as professional voice over work, acting and hosting fees, and potential production support.

<sup>11</sup> **Equipment** - Monies set aside for the purchase and repair of large item video production equipment, such as cameras, editing computers, and lighting equipment.

<sup>12</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 or Equipment.

<sup>13</sup> **Music Library** - Soundstripe: subscription for music & sound effects.

<sup>14</sup> **Channel Operations** - Expenses that support the day to day operation of the channels. This includes:

- \$3,000.00 - OBX Media: for website hosting and maintenance
- \$2,500.00 - Reflect: Streaming Video/VOD for online video streaming service
- \$600.00 - Adobe: Creative Cloud subscription for professional non-linear editing tools
- \$1,100.00 - Gracenote: subscription for E-guide service on Charter Spectrum. Staff recommends ending the contract for this service, which ends in October 2020.

<sup>15</sup> **Marketing** - Expenses to support marketing efforts including paid social media and other local advertising.

<sup>16</sup> **Contingency** - This is for expenses that come up that were either unplanned or unforeseen. Not for use of everyday expenses.

<sup>17</sup> **Emergency Contingency** - This pays for storm related overtime for the hourly employee during Emergency Management activations.

<sup>18</sup> **Vehicle Maintenance** - Car maintenance costs.

<sup>19</sup> **Vehicle Fuel** - Estimated fuel costs for vehicle based on previous budget year use of Dare County's vehicle.

<sup>20</sup> **Insurance and Bonds** - Costs that Dare County will be charging Current TV for costs related to insuring equipment and vehicle.

<sup>21</sup> **Uniforms** - Expenses for embroidered uniform items including several polo shirts and rain jackets. Will require a uniform policy to be established in coordination with Dare County Public Relations department.

<sup>22</sup> **TOTAL LPDI** - This expenditure line item has been cut by 50% in accordance with budget reduction plan.



*Board Appointments  
Upcoming Board Appointments*

**Description**

There are no board appointments for March, 2020.

Please see following 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**

Take Appropriate Action

**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 with terms expiring in the next 3 months, when the item will be presented to the Board of Commissioners and any special requirements that may pertain to the appointment.

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

### **April, 2020**

#### **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 of Manns Harbor Marina. The Commission meets six times per year and reports directly to the Dare County Board of Commissioners.

3 terms expiring April 2020

### **May, 2020**

#### **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.

2 terms expiring May 2020

#### **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.

2 terms expiring May 2020

### **June, 2020**

#### **College of the Albemarle Board of Trustees**

The Board of Trustees is the governing body of the College. Trustee responsibilities include making legal and financial decisions and approving the organization's mission, strategic goals, and objectives.

1 term expiring June 2020

#### **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 June 2020

#### **Hatteras Community Center Board**

This Board operates and maintains the Hatteras Village Community Center.

2 terms expiring June 2020

**Juvenile Crime Prevention Council (JCPC)**

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.

7 terms expiring June 2020

**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 501-C(3) tax- exempt organization. The Board meets quarterly.

3 terms expiring June 2020

**Manns Harbor Community Center Board**

This Board operates and maintains the community center facility and amenities for the use and benefit of Manns Harbor residents.

2 terms expiring June 2020

**Roanoke Island Community Center Board**

This Board operates and maintains the Roanoke Island Community Center facility and amenities for the use and benefit of all members of the community.

3 terms expiring June 2020

**Transportation Advisory Board**

The Dare County Transportation System is required by state's Community Transportation Program to have a local Transportation Advisory Board. The Transportation 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.

1 term expiring June 2020

**Waterways Commission**

The Dare County Waterways Commission advises the Board of Commissioners on inlets and waterways in Dare County. Working closely with community stakeholders, the U.S. Army Corps of Engineers, the Coast Guard, and State officials, the Commission endeavors to safeguard and assure access to Dare County's waterways.

4 terms expiring June 2020

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

An application must be submitted to be considered for a Board or Committee appointment. The form is available on the Dare County website, or by calling: Cheryl C. Anby, Clerk to the Board, at 252-475-5800.





*Commissioners' Business & Manager's/Attorney's Business*

**Description**

Remarks and items to be presented by Commissioners and the County Manager.

**Board Action Requested**

Consider items presented

**Item Presenter**

Robert Outten, County Manager