

**THE BOARD OF COMMISSIONERS OF THE COUNTY OF CRAVEN RECONVENED ITS RECESSED SESSION OF FEBRUARY 17, 2020 ON FEBRUARY 17 AT 10:30 A.M. IN THE COMMISSIONERS' ROOM OF THE CRAVEN COUNTY ADMINISTRATION BUILDING, 406 CRAVEN STREET, NEW BERN, NORTH CAROLINA. THE PURPOSE OF THE MEETING WAS TO CONDUCT A WORK SESSION.**

**MEMBERS PRESENT:**

Chairman Thomas F. Mark  
 Vice Chairman Jason R. Jones  
 Commissioner Denny Bucher  
 Commissioner George S. Liner  
 Commissioner Theron L. McCabe  
 Commissioner E.T. Mitchell  
 Commissioner Johnnie Sampson, Jr.

**STAFF PRESENT:**

Jack B. Veit III, County Manager  
 Gene Hodges, Assistant County Manager  
 Nan Holton, Clerk to the Board  
 Craig Warren, Finance Director  
 Amber Parker, Human Resources Director  
 Arey Grady, County Attorney

**BUDGET OVERVIEW**

County Manager, Jack Veit, presented the Board with the budget overview, charting revenues, expenditures, and a snapshot of where the County is 7 months into the FY19-20 budget. He provided a calendar of potential budget work session dates, indicating the week of May 18<sup>th</sup>-22<sup>nd</sup> should be set aside on their calendars.

**SHERIFF SURPLUS VEHICLES**

Chief Bobby West reported that the Sheriff's Office had obtained several heavy duty vehicles through the Federal surplus program, at no cost, and provided photos of the eleven (11) vehicles inclusive of: 5 HumV's, 2 cargo trucks, 1 forklift, 1 van, and 2 flatbed trucks. He indicated that another vehicle was determined not to be beneficial and was being returned, and stated that any of these could also be returned. Chief West emphasized how the vehicles would be beneficial in high water and rough terrain situations, and could be stationed around the County when anticipating an eventful storm.

Issues of concern that were voiced in discussion:

- ❖ Cost of vehicle tags
- ❖ Maintenance costs and inability to work on these vehicles in the County garage
- ❖ Insurance
- ❖ How they would be incorporated in the emergency management plan
- ❖ Who would be dispatching the vehicles

Commissioner Jones motioned to approve 3 HumV's, 2 flatbed trucks, 2 cargo trucks, 1 van, and 1 forklift, with the understanding that there is personnel trained to operate; and to budget \$5,000 for maintenance and insurance out of the Fund Balance for the remainder of this fiscal year; contingent upon a draft plan on how the vehicles will be incorporated into the County's EOP by March 17, 2020. His motion was seconded by Commissioner Bucher and approved 6-1 (Liner: Nay) in a roll call vote.

*Sheriff's Department*

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014310-38200 Misc. Revenue	\$5,000.00	1014310-42602 Maintenance/Repair Equipment	\$5,000.00

TOTAL	\$5,000.00	TOTAL	\$5,000.00
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**Justification:** Funds will be used for cost and fee's associated with the acquired federal surplus vehicles, ranging from maintenance to tags/insurance.

### **SCHOOL RESOURCE OFFICER (SRO) DISCUSSION**

Mr. Veit reviewed what personnel costs and equipment costs (uniforms, weapons, vehicles, other) would be for eight (8) SRO's. The figures are predicated on twelve months, operating out of the Sheriff's Office, using a starting salary base, which means that this would be the absolute minimum amount. Salaries for eight (8) Deputy SRO's would be \$473,991.65 and equipment costs would be \$423,128.00 for a total one year cost of \$897,120.00 minimum. After some discussion, the Board was in consensus for the Sheriff to budget for four (4) Deputy SRO's in the FY20-21 Budget and to have Dr. Doyle and Chairman Hale determine the locations to station them.

A Lunch break was taken from 12:00 p.m. until 12:25 p.m.

### **LONG RANGE FACILITY ASSESSMENT CRAVEN COUNTY SCHOOLS**

Using the results of the recently completed Long Range Facility Assessment, School Superintendent, Dr. Meaghan Doyle, presented a detailed summary of the findings associated with each school property. An aerial point of view of each site was presented along with the biggest challenges faced on each campus. Dr. Doyle highlighted the age of the structures, features of the site, capacity population versus current population, traffic flow, HVAC systems, infrastructure failures, room sizes, safety concerns and overall maintenance needs.

Dr. Doyle invited the Commissioners to attend at least one of the staff and community meetings slated to begin the week of February 25<sup>th</sup>. She indicated she would provide them with the dates and times.

There was extended discussion over a school bond and other funding options. Given the severity of conditions at several campuses, it was suggested that school closures would be necessary, while pursuing consolidations of existing and building new facilities. Having a maintenance schedule and more custodians were also issues discussed. There was consensus that a joint meeting with the School Board of Education would be needed to make decisions moving forward.

### **HAZARD MITIGATION PLAN**

Landin Holland with Holland Consulting Planners reported on the progress being made in updating the Pamlico Sound Regional Hazard Mitigation Plan, which is required to be eligible for different types of funding. He reviewed the process of community meetings and public meetings, with participants from Beaufort County, Carteret County, Craven County and Pamlico County, as well as all of their municipalities. Mr. Holland indicated that the final draft plan is currently being reviewed by the State, but that it is still able to be edited before being sent to FEMA. He highlighted the 21 mitigation strategies included in the plan and stated upon its completion, the Craven County Board of Commissioners would be requested to adopt it.

### **FACILITIES UPDATE**

Assistant County Manager, Gene Hodges, stated he was going to provide updates on the various County projects and started with the Convention Center. He reported that the chiller/generator work has been completed at a cost of \$1,014,706, and that 99% of the Phase I Flood Repair work has also been completed. The interior enhancement work is 65% complete. He reported Phase II, which was just approved this morning, will have an estimated completion date of September 2020. The Board was shown conception drawings of the renovated Convention Center, with expanded rentable exterior spaces.

Mr. Hodges reviewed the damages sustained by the Courthouse during Hurricane Florence and talked about the "put back" plan with existing occupants staying in the building.

He stated that Barnhill Construction was selected for this phase and showed the sub-contractor prequalification timeline. This phase would address the air handler, the chiller, the elevator and fire suppression system.

To discuss the next phase, Tim Collier of Collier Oakley Architects, provided a synopsis of renovating the existing facility based on the 2019 Facility Study. Concept layers of the courthouse renovations illustrated that 41,466 square feet would require demolition of the existing jail space and addition of 4,740 square feet. The total estimated project budget for accomplishing everything would be \$17,510,049. In comparison, Mr. Collier presented the option of building a new 30,000 square foot building to house Clerk of Court, District Attorney's Offices and Judges' Offices at an estimated project cost of \$12,017,500. This cost does not take into account demolition of the jail space, which could add another \$1.3 million. It was noted that these figures do not include any FEMA reimbursements.

County Manager, Jack Veit, remarked that a path will have to be selected in order to move forward. The "put back" phase is a temporary measure to enable the building to be utilized fully as prior to Hurricane Florence. The Commissioners discussed acquisition of property, parking issues, long term plans and how to make the necessary decisions. Chairman Mark appointed Commissioners Bucher, Liner, and Jones to serve on a committee to review the options more in depth.

Mr. Hodges moved on to the update on the Lawson Creek Pump Station. He stated the initial draft report has been prepared by the engineers and a meeting is slated for February 20<sup>th</sup> to discuss options. The initial estimates for repair are \$735,412, while a repair with mitigation (raise elevation) is estimated to be \$1,459,587. This would only put it back to pre-Florence condition. Mr. Veit reminded the Board of the complications with the water depletion rules and pulling water from the Black Creek aquifer.

Next Mr. Hodges reported on the SCADA/Telemetry project. He highlighted there are 18 sites impacted including 5 wells, 8 storage tanks, and 5 booster pump stations. The project contemplates using a radio communication system to tie all remote sites into the SCADA system at the new water treatment plant. The initial cost estimate is \$1,364,930. Mr. Hodges remarked on how very important it is to get the system back on schedule and moving forward.

Mr. Hodges showed the conceptual drawings for the new Creekside Recreation Building.

Mr. Hodges stated that the Croatan Convenience Site is on track to be completed by April and restoration of the Hickman Hill site will be completed after the new site opens. After all the work is complete, the County can file for reimbursement from the NCDOT for \$631,814.

Mr. Veit reviewed that OCA had already shared conceptual drawings for a potential new Administration Building out at Clarks, combined with the School Board of Education. They were tasked with a potential timeline and cost projection for this project. Mr. Veit shared that if they started today, the projected completion would be 2022 at a cost of \$38-40 million. Financing options were then discussed. Mr. Veit shared that he had met with David Cheatwood with First Tryon Financial Services who can provide a comprehensive capital planning model to assist in the evaluation, prioritization and phasing of the County's capital improvement needs. He stated the cost of this service is \$45,000.

Commissioner Bucher made the motion to authorize entering into a service agreement with First Tryon for \$45,000. His motion was seconded by Commissioner Mitchell and approved 7-0 in a roll call vote.

***Non-Departmental***

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1010000-39901	\$45,000.00	1014290-44000	\$45,000.00
Current Year Fund Balance		Contract Services	
<b>TOTAL</b>	<b>\$45,000.00</b>	<b>TOTAL</b>	<b>\$45,000.00</b>

**Justification:** First Tryon will provide a comprehensive capital planning model to assist in the evaluation, prioritization and phasing of the Clients capital improvement needs. For such services performed, First Tryon proposes a fee range of \$35,000-\$45,000.

The Board was in consensus to have Mr. Hodges move forward with developing a RFQ for design and engineering services related to a potential new Administration Building and bring back to them at a regular session meeting.

Mr. Hodges and Mr. Veit informed the Board that the County would be losing the use of the building at 300 Miller Blvd. in Havelock due to the Hwy. 70 construction project. The building houses offices for DSS, the Magistrate, DMV, and probation and parole. They expressed the need to maintain a presence in Havelock and offered an option utilizing a piece of property that the County already owns. They reported that budgetary analysis from OCA indicates a 9040 square foot building with flex space and parking could be constructed at a cost of about \$4 million. The Board was in consensus for Mr. Hodges to move forward with developing a RFQ process for design and engineering related to a new Craven County Office building in Havelock. Mr. Veit remarked that the County would be reimbursed from the DOT for the loss of the building.

Mr. Veit reviewed where they had left the Cove City Library Shelter project last year and reported that two other quotes had been obtained since then. The quotes received were:

- Coastal Craftsman = \$38,900
- RMB Construction = \$46,870
- Waters Contracting = \$48,898

Commissioner Mitchell motioned to contract with Coastal Craftsman and take \$38,900 out of Capital Reserve to build a shelter at the Cove City Library. Her motion was seconded by Commissioner Jones and approved in a 7-0 roll call vote.

**Public Buildings**

REVENUES	AMOUNT	EXPENDITURES	AMOUNT
1014200-39802	\$38,900.00	1014200-47302	\$38,900.00
General Fund Public Bldg.		Capital Outlay-Other Improvements	
TOTAL	\$38,900.00	TOTAL	\$38,900.00

**Justification:** Replacement of the Cove City-Craven Library shelter. The Community Pavilion is located on the premises of the library. The structure will be 24x40 structure.

**DISASTER RECOVERY FEMA UPDATE**

Finance Director, Craig Warren, reported that Category A Debris Removal had been split into two projects, and that project work sheets totaling approximately \$ million have been submitted to FEMA. His department is still in the process of responding to questions from the CRC. Mr. Warren reported that Category B Emergency Protective Measures were also broken into 2 projects, correlating to ServPro at \$1.4 million, and Emergency Response (ER) overtime estimate to be \$500,000. He indicated they are finalizing the ER project worksheet for submission to FEMA.

Mr. Warren related that the Category E Permanent Repairs contains 4 large projects: Convention Center, 406 mitigation; courthouse, 428 fixed costs and 406 mitigation; Lawson Creek Pump Station, 428 fixed costs and 406 mitigation; and Telemetry, 428 fixed cost and 406 mitigation. In regards to insurance proceeds, Mr. Warren reported that \$1,377,356 had been collected to date on the convention center, \$895,857 collected towards the courthouse/EOC, and \$332,317 towards other small projects.

Soil Conservationist, Patrick Baker, reviewed the Hurricane Matthew funding sources for stream debris removal and the miles planned and completed. He stated they are currently identifying new work locations with funds recently allocated towards Hurricane Florence damages. Mr. Baker reported on the USDA Emergency Watershed Protection Program (EWP).

He stated there were 41 properties seeking assistance. Federal funding was approved for \$2,956,087.83 and the State funding allocation is for \$1,047,521. The next steps are to survey sites, design a repair for each approved site, obtain necessary permits, solicit bids, and begin construction. Each site is unique and requires custom plans. He showcased several of the sites approved for the program. Finally Mr. Baker provided an update on the beaver management program, highlighting that 84 beavers and 49 dams have been removed during the maintenance period. He stated there are 27.85 miles on 11 creeks that are potential new areas and they will have to be assessed to determine which ones to pursue next.

### **CONVENTION CENTER**

Convention Center Director, Tarshi McCoy, reported on the monthly revenues since opening on October 15, 2019 and outlined some of the upcoming events slated for 2020, remarking they are gaining more multi-year contracts. She highlighted their marketing and social media trends and indicated that the Double Tree Hotel's main building is currently being renovated with a summer 2020 opening date. Plans for their annex building are still undetermined.

### **CARTS**

Assistant CARTS Director, Roy Beeson, provided a brief to inform the Board on how CARTS is funded, how reimbursements are calculated, their partnerships, and results of this past fall's outreach. He provided a history of the CARTS program and reviewed their three major grants for funding: 5311 (rural federal and state dollars), 5307 (urban federal dollars) and Rural Operating Assistance Program (rural and urban state dollars).

He reported that funds are applied for and apportioned based on formulas that take into account their utilization, maintenance, and operation, and provided some illustrations about how reimbursements have to be calculated.

The Commissioners entered into discussion about the City of New Bern's role in urban transportation.

Mr. Beeson provided data collected from the 16 public outreach sessions held in the fall of 2019. Fixed route comments requested stops at the VOLT center, Harris Teeter shopping center, the Industrial Park, and into James City. He showed the current fixed route map which illustrated that Wal-Mart is the number one stop. Mr. Beeson offered the Board four (4) proposals to amend the current fixed route:

- 1) Add the VOLT Center to current fixed route
- 2) Add the VOLT Center and delete 3 stops that are being under-utilized, with an earlier start time to support arrival to 8am CCC classes
- 3) Add the VOLT Center, Harris Teeter, and Port Human, and delete 3 under-utilized stops
- 4) Same as (3) but change the route such that it starts at two different clock positions, going the same direction, increasing the number of times the bus arrives at a stop.

He presented a decision matrix and referenced the evaluating criteria, the increased operating costs, service areas, increased need for staff and increased hours.

The Commissioners discussed costs associated with changes, and the need for new marketing materials that are read easier by senior adults.

Commissioner Jones motioned to add the VOLT Center to the current fixed route and keep the other options open for discussion. His motion was seconded by Commissioner Sampson and carried 5-2 (Liner and Mitchell = nays).

### **HUMAN RESOURCES**

Human Resource Director, Amber Parker, explained about Kelly Time, which is a form of comp time for law enforcement. She indicated it is a complicated issue and is recommended to be removed from the Craven County Personnel Policy. She stated she would bring it before the Board at a later date and if they have any questions to please contact her to discuss further.

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**OTHER BUSINESS**

Mr. Veit reported they had approved 5 FEMA trailers to be purchased for Craven County Disaster Recovery Alliance (CCDRA) at the February 3, 2020 Regular Meeting, but failed to adopt a Budget Amendment in the amount of \$25,000. Commissioner Mitchell motioned to approve the Budget Amendment in the amount of \$25,000 to purchase 5 travel trailers. Her motion was seconded by Commissioner McCabe and carried 7-0 in a roll call vote.

**EMS**

<b>REVENUES</b>	<b>AMOUNT</b>	<b>EXPENDITURES</b>	<b>AMOUNT</b>
1014320-38200 Misc. Revenue	\$25,000.00	1014320-47301 Capital Outlay over \$5,000	\$25,000.00
<b>TOTAL</b>	<b>\$25,000.00</b>	<b>TOTAL</b>	<b>\$25,000.00</b>

**Justification:** To purchase 5 FEMA trailers for disaster recovery for Craven County. CCDRA does not qualify to purchase trailers directly from FEMA. CCDRA has grant funding that would be used to purchase trailers and other associated costs. Based on the requirements from NC-Emergency Management Office, the travel trailer units must be purchased by a county government and held as an asset by the County for two years.

At 6:00 p.m., Commissioner Jones motioned to adjourn. His motion was seconded by Commissioner McCabe and carried unanimously.

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Chairman Thomas F. Mark  
Craven County Board of Commissioners

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Nan Holton  
Clerk to the Board