

Ryan D. Whitson
County Manager

Michael Egan, J.D., M.A.
County Attorney

Beth Fehrmann
Clerk to the Board
Assistant to County Manager



Ray D. Gasperson
Chair

Renée McDermott
Vice-Chair

Ted B. Owens
Commissioner

Tom E. Pack
Commissioner

Cindy Walker
Commissioner

POLK COUNTY
BOARD OF COMMISSIONERS' PUBLIC HEARING &
REGULAR MEETING
Monday, February 6, 2012 at 7:00pm
R. Jay Foster Hall of Justice, Womack Building
Columbus, NC
AGENDA

1. Call to Order of the Community Development Block Program Public Hearing – Chair Gasperson. The purpose of the hearing will be to hear public comment and discuss funds available through the Community Development Block Grant (CDBG) Program, especially the Small Business & Entrepreneurial Assistance (SBEA) Grant Program. CDBG and SBEA funds are provided to the State by the U.S. Department of Housing & Urban Development (HUD) and are administered at the State level by the NC Department of Commerce through Community Investment & Assistance. Paula Kempton, Grant Services Assistant Manager, will be present to answer questions. (See agenda packet tab #10 for information.) The CDBG Program guidelines are available for review in the County Manager's office.
2. Citizen Comments
3. Commissioner Comments
4. Motion to Adjourn the Public Hearing
5. Call to Order of the Regular Board of Commissioners' Meeting – Chair Gasperson
6. Invocation – Commissioner Owens
7. Pledge of Allegiance – Commissioner Pack
8. Approval of Minutes – Approval of the January 23, 2012, public hearing, regular BOC, and work session meeting minutes. Motion to approve.

9. Approval of Agenda – Items may be added or deleted at this time. Motion to approve.
- √10. Community Development Block Grant (CDBG) Program – The Board needs to schedule a second public hearing for February 20, 2012, at 7:00pm in the R. Jay Foster Hall of Justice, Womack Building. Motion to approve. **Pages 5-22.**
- √11. American Reinvestment & Recovery Act (ARRA) Camera System Project for Polk County Transportation Authority (PCTA) – Jewell Carswell, Director, will give the presentation. Citizen comments. Motion to approve. **Pages 23-26.**
- √12. January Refund Request – Melissa Bowlin, Tax Collector, will present the request. Citizen comments. Motion to approve. **Page 27.**
13. Delinquent Taxes – Ms. Bowlin will give a report on delinquent taxes. Citizen comments.
- √14. Budget Amendment – Sandra Hughes, Finance Director, will present BA #11 – To increase revenue and expense for additional money from the Division of Aging on our Home and Community Care Block Grant to be expended on food. Citizen comments. Motion to approve. **Pages 28-29.**
- √15. Hwy. 108 Polk County-Columbus Waterline Interconnection – To award the bid for approximately 12,000 linear feet of 12" C-909 PVC water main, valves, hydrants and other appurtenances along Hwy. 108 in Polk County. Dave Odom, County Engineer, will present the bids. Citizen comments. Motion to approve. **Pages 30-32.**
- √16. Polk County Water Department/Columbus Interconnect Agreement – Citizen comments. Motion to approve - Chair Gasperson to sign agreement contingent upon approval by the Columbus Town Council at their February 16, 2012, regular meeting. **Pages 33-38.**
- √17. Amendment to Agreement to Construct Water Transmission Line and Provide for the Sale of Finished Water – Citizen comments. Motion to approve. **Pages 39-41.**
- √18. Future County Water System – Dave Odom will give the presentation. Citizen comments. **Pages 42-47.**
- √19. Senior Center Loan Payoff – Citizen comments. Motion to approve. **Pages 48-49.**
- √20. Manager's Report – NC-SC boundary survey. Citizen comments. **Pages 50-51.**

√ 21. Volunteer Board for Vote – Appearance Commission – 3 applications, 3 regular vacancies; Council on Aging – 1 application, 2 regular vacancies; Farmland Preservation – 1 application, 1 regular vacancy. **Pages 52-56.**

√ 22. Volunteer Board for Review – Library Board of Trustees – 1 application, 1 regular vacancy; Juvenile Crime Prevention Council – 1 application, 2 regular vacancies. **Pages 57-58.**

23. Citizen Comments on Non-Agenda Items

24. Commissioner Comments

25. Adjournment - Motion to adjourn.

√ *Indicates information is included in the agenda packet.*

POLK COUNTY
BOARD OF COMMISSIONERS' PUBLIC HEARING,
REGULAR MEETING & WORK SESSION
Monday, January 23, 2012 at 3:00pm
R. Jay Foster Hall of Justice, Womack Building
Columbus, NC
MINUTES

PRESENT: Chair Gasperson, Vice-Chair McDermott, Commissioner Owens, Commissioner Pack and Commissioner Walker. Also in attendance were County Manager Whitson, County Attorney Egan, Clerk to the Board Fehrmann, staff, media and citizens.

1. Call to Order of the State FY 2013 Community Transportation Grant - Chair Gasperson called the meeting to order. The Community Transportation Program provides assistance to coordinate existing transportation programs operating in Polk County as well as provides transportation options and services for communities within the service area. Jewell Carswell, Transportation Director, was present to answer questions.
2. Citizen Comments – There were no citizen comments.
3. Commissioner Comments – There were no Commissioner comments.
4. Motion to Adjourn – Commissioner Owens moved to adjourn the public hearing, seconded by Vice-Chair McDermott and the motion carried unanimously.
5. Call to Order of the Regular Board of Commissioners' Meeting – Chair Gasperson called the meeting to order.
6. Invocation – Commissioner Owens gave the invocation.
7. Pledge of Allegiance – Vice-Chair McDermott led the pledge.
8. Approval of Minutes – Vice-Chair McDermott moved to approve the January 9, 2012, public hearing and regular BOC meeting minutes, seconded by Commissioner Pack and the motion carried unanimously.
9. Approval of Agenda – County Manager Whitson requested that Agenda Item #10.a - Community Development Block Program Public Hearing be added. Commissioner Walker moved to approve the agenda as amended, seconded by Vice-Chair McDermott and the motion carried unanimously.

10. State FY 2013 Community Transportation Program Resolution – Commissioner Owens moved to approve the State FY 2013 Community Transportation Program Resolution, seconded by Commissioner Pack and the motion carried unanimously.
- 10.a Community Development Block Program Public Hearing – Commissioner Owens moved to schedule a public hearing on February 6, 2012, at 7:00pm in order to apply for a grant through the Small Business & Entrepreneurial Assistance Grant Program of the NC Dept of Commerce Community Investment & Assistance, seconded by Vice-Chair McDermott and the motion carried unanimously.
11. Mental Health Advisory Board (MHAB) – Kathy Romich, Chair, asked for guidance from the BOC regarding this advisory board. Ms. Romich said a local adult day treatment center would be beneficial in Polk County. It was the consensus of the Commissioners that the MHAB provide the BOC with a quarterly update.
12. November & December Refund Requests – Melissa Bowlin, Tax Collector, presented the requests. Commissioner Owens made a motion to approve the November and December refund requests, seconded by Vice-Chair McDermott and the motion carried unanimously.
13. Delinquent Tax Collection – Ms. Bowlin was instructed to report on any volunteer board member whose taxes are delinquent at the February 6, 2012, meeting. Vice-Chair McDermott made a motion to charge Ms. Bowlin with collecting delinquent taxes by any and all means, seconded by Commissioner Walker and the motion carried unanimously.
14. House Bill 1779 – Ms. Bowlin gave a PowerPoint presentation on the bill, a copy of which is on file with these minutes. The bill will become effective on July 1, 2013, and will create a combined motor vehicle registration and property tax collection system. Ms. Bowlin requested that one full-time employee be hired for the tax collection office during FY 2012-2013 to help with the changeover. Commissioner Owens and County Manager Whitson brought up the subject of creating a tag office within the Tax Collector's office.
15. Request for Waiver of Tax Interest – John Bridgers, Tax Assessor, presented the request on behalf of Patsy Williams. Commissioner Owens moved to grant the request for forgiveness of interest, seconded by Commissioner Pack and the motion carried unanimously.
16. Manager's Report – 1) A contractor has been hired to fix the courthouse cupola and the job should not take more than one day. 2) A structural engineer has come up with a two-phase design to repair/replace the piers at Stearns Gym. Mr. Whitson hopes to bid the job out in the next two months.
17. Volunteer Board for Vote – Josef Weiss was appointed as a regular member to the Library Board of Trustees by unanimous vote; Jeffrey Budai was appointed as a

regular member to the Recycling Advisory Board by unanimous vote; Chauncey Barber, Marshall McGuinn, and Bruce Odel were appointed as regular members to the Sunny View Fire District Tax Commission by unanimous vote; Lambert Ridings was appointed as a regular member to the Transportation Advisory Board by unanimous vote; Jeffrey Budai was appointed as an alternate member to the Zoning Board of Adjustment by unanimous vote.

18. Volunteer Boards for Review – Applications for the Appearance Commission, Council on Aging and Farmland Preservation boards were reviewed.
19. Citizen Comments on Non-Agenda Items – There were no comments.
20. Commissioner Comments – Commissioners thanked everyone for coming out.
21. Closed Session – Vice-Chair McDermott moved to enter into closed session for the purpose of Attorney-Client Privilege, G.S. 143-318-11(a)(3), and for Personnel, G.S. 143-318-11(a)(6).
22. Budget Work Session – Commissioner Owens moved to return to open session and enter into the BOC work session, seconded by Commissioner Walker and the motion carried unanimously. No action was taken as a result of the closed session.
 - 1) Budget Schedule – Commissioner Walker moved to approve the budget schedule, seconded by Commissioner Owens and the motion carried unanimously.
 - 2) Sandra Hughes gave a presentation on the reduction in sales tax revenue beginning in the FY 2013-2014 budget year; counties should expect a decrease in State hold harmless funds. The information is on file with these minutes.
 - 3) School Superintendent Bill Miller gave an overview of Polk County Schools' 2012-2013 budget situation. Due to projected budget shortfalls, the school system anticipates it will ask the County for approximately \$100,000 - \$150,000 in FY 2012-2013.
 - 4) County Manager Whitson gave a presentation on the restoration of the annual 2.5% step increase for County employees effective 1/1/13. Commissioner Owens proposed that the 2.5% step increase be effective 7/1/12, followed by another 1.5% step increase effective 1/1/13. Following discussion, the Commissioners asked the County Manager to provide estimates of the effect of each of the proposals on the budget.
 - 5) Sandra Hughes presented the numbers on paying the Senior Center loan off on 10/28/12. Following discussion, the Commissioners asked Ms. Hughes to present the numbers for paying the loan off on 4/28/12 at the February 6, 2012, regular BOC meeting.
 - 6) Future Water Lines – Following discussion, the Commissioners agreed to discuss this item further at the February 6, 2012, regular BOC meeting.

- 7) County Manager Whitson discussed fuel costs as well as the fuel contingency fund. The County Manager said he will need to use fuel contingency funds this year and will be bringing budget amendments to the Board for approval.
- 8) Other/Miscellaneous – Commissioner Pack recommended a tractor be purchased in FY 2012/2013 for the maintenance department for use at the recreation park.

23. Adjournment – Commissioner Owens moved to adjourn, seconded by Commissioner Walker and the motion carried unanimously.

ATTEST:

POLK COUNTY BOARD
OF COMMISSIONERS

Beth Fehrmann
Clerk to the Board

Ray Gasperson
Chair

Overview of Small Business & Entrepreneurial Assistance Grant for Public Hearing:

The Small Business & Entrepreneurial Assistance Grant program is a competitive program, administered by the NC Department of Commerce, Division of Community Investment and Assistance. Its purpose is two-fold. Part one is designed to help at least one existing small business expand and create new jobs in the community. Part two is to help the community build an environment that supports and sustains local entrepreneurs. The program is competitive and applications are due by April 30, 2012.

The maximum grant award is \$250,000 or \$25,000 per job promised. There is a Legally Binding Contract between the business assisted and the local government. The local government must use \$5,000 of the grant amount to help implement its entrepreneurial plan.

The project business must have been in existence for at least two years and have at least one but no more than 100 employees. At least 70% of the new hires must be low and moderate income in the 12 months prior to their employment with the project company. Higher paying jobs and companies that pay benefits will be given higher priority.

Eligible activities include for the project business include: Purchase of land, construction or renovation of a building; construction of tenant improvements; purchasing capital equipment, and providing job training for a specific job at a specific firm.

Eligible activities for the entrepreneurial plan include: planning, training a project team and community leaders, coordinating meetings and sponsoring events to market local entrepreneurs/businesses.

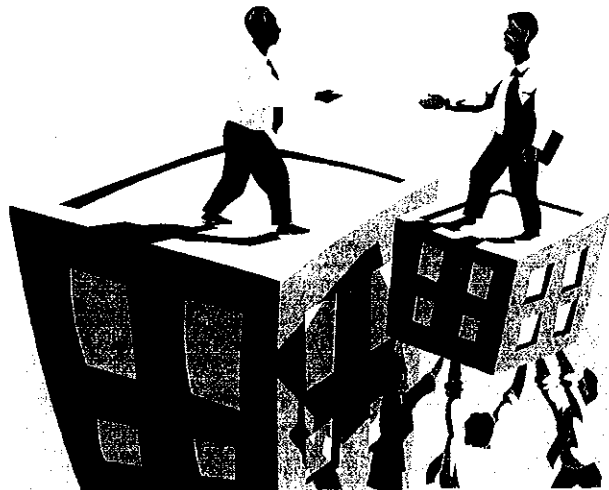
Traditional CDBG Economic Development Projects:

CDBG funds are available through the Commerce Finance Center for infrastructure projects that primarily benefit low and moderate income persons. Infrastructure is defined as water, sewer, roads, railroad spurs, and municipal-owned electric. These funds are only available for projects that create or retain jobs, with at least 60% of those persons hired being low and moderate income in the 12 months prior to their employment. For this year, the Commerce Finance Center has about \$9 million available.

All local governments are limited to \$1.25 million in CDBG awards in a single program year, excluding Scattered Site Housing awards for County governments.

**Community Development Block Program
2011 Guidelines**

**Small Business &
Entrepreneurial Assistance
Grant Program**
for
Local Government and Business Partnerships



**NC Department of Commerce
Community Investment and Assistance**

Mailing Address: 4313 Mail Service Center, Raleigh, NC 27699-4313
Street Address: 100 E. Six Forks Road, 2nd Floor, Raleigh, NC 27609

Phone: (919) 571-4900
Fax: (919) 571-4951
TDD: 1 (800) 735-2962
www.nccommerce.com



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Please note that the SBEA Grant Agreement consists of the SBEA program guidelines, approved applications, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to the Grant Agreement, the approved application, and funding approval.



I. INTRODUCTION

Community Development Block Grant (CDBG) funds are made available annually through the U. S. Department of Housing and Urban Development (HUD) to the State of North Carolina for the State Community Development Block Grant (CDBG) program. Now in year four, North Carolina began the Small Business & Entrepreneurial Assistance (SBEA) demonstration program under the State CDBG program in 2007.

Under the SBEA grant program, \$2.9 million in funding is available to eligible local governments to assist existing, small businesses and entrepreneurs to expand their businesses and create jobs, and establish outreach efforts to market available forms of economic development technical assistance that would foster an entrepreneurial environment within the community. These guidelines will assist local governments in applying for State CDBG funds under the SBEA category. **Small businesses are not eligible to apply for direct funding under the SBEA program. Only eligible local governments may apply for SBEA funds.**

The North Carolina Department of Commerce (NCDOC) has administrative responsibility for the CDBG program under both the Community Investment and Assistance (CI) and the Commerce Finance Center (CFC). This SBEA program is being administered by CI. State rules related to the CDBG program are found in North Carolina Administrative Code 4 NCAC 19L.

Purpose

The primary purpose of the SBEA program is to provide funding to local governments to jumpstart growth of existing small businesses, thus creating new jobs or retaining existing jobs (Note: Job retention is very narrowly defined by HUD and job retention projects must meet HUD's criteria). This assistance must lead to the creation or retention of jobs primarily benefiting low- and moderate-income (LMI) persons. The proposed project must also include a plan for creating an entrepreneurial environment in the community, one that would support and sustain continued economic development and job creation even after funding for this program has been expended.

The SBEA program was designed to benefit LMI persons through job creation or retention. Funding eligibility is contingent upon the creation or retention of permanent, full-time jobs, at least 70% of which must be made available to persons earning 80 percent or less of the median income for the area within the previous 12 months. (For purposes of the CDBG program, LMI family income eligibility is determined from data published annually for the HUD Section 8 housing program.) To review the FY 2011 Income Limits for North Carolina, visit <http://www.huduser.org/datasets/il.html>.

Eligible Applicants

In North Carolina, all counties except for Mecklenburg, Wake and Cumberland (all urban counties) and all municipalities except for 23 entitlement communities are eligible to apply

for State CDBG funding. The entitlement communities, which receive CDBG program funds directly from HUD, include Asheville, Burlington, Cary, Chapel Hill, Charlotte, Concord, Durham, Fayetteville, Gastonia, Goldsboro, Greensboro, Greenville, Hickory, High Point, Jacksonville, Kannapolis, Lenoir, Morganton, Raleigh, Rocky Mount, Salisbury, Wilmington and Winston-Salem. The Town of Holly Springs in Wake County and the Town of Linden in Cumberland County continue to be eligible for State CDBG funds, because they opted to participate in the State's program instead of their county's program.

Counties (and their municipalities) that are designated as 2010 Tier 1 counties and/or 21st Century Communities should identify themselves as such in the application. They will receive an additional 50 points during application scoring for either of these designations.

Tier 1 counties: The eligible Tier 1 counties include Alexander, Alleghany, Anson, Beaufort, Bertie, Bladen, Burke, Caldwell, Camden, Caswell, Chowan, Clay, Cleveland, Columbus, Edgecombe, Gates, Graham, Greene, Halifax, Hertford, Hyde, Jones, Lenoir, Martin, Mitchell, Montgomery, Northampton, Richmond, Robeson, Rockingham, Rutherford, Scotland, Surry, Tyrrell, Vance, Warren, Washington, Wayne, and Wilkes.

21st Century Communities: The 21st Century Communities encompasses the counties of Alexander, Camden, Clay, Cleveland, Jones, Nash, Pamlico, Scotland, and Stokes.

Use of an Experienced CDBG Administrator

The local government applicant must have the capacity to administer the proposed project with either its own CDBG-experienced staff or the assistance of an experienced CDBG administrator (e.g., CDBG-experienced consultant, Council of Government, non-profit). "Experienced" means someone who has administered more than one CDBG project. All applicants must also meet basic performance requirements for prior CDBG grants.

Conflict of Interest

Per 24 CFR Part 570.489 (h), the following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the grant during their tenure or for one year thereafter: 1) employees or agents of the recipient who exercise any function or responsibility for the CDBG project, and 2) officials of the recipient including members of the governing body. The applicant will be asked to determine if a potential conflict exists. Questions regarding this item are in the program application. Please note that subrecipients must comply with these regulations as well.

Program Contact

Applicants are encouraged to contact CI early in a project's development. Questions relating to CDBG projects should be directed to the SBEA Program Manager:

Richard C. Fuqua
Community Investment and Assistance
NC Department of Commerce
Telephone: (919) 571-4900, extension 271
e-mail: rfuqua@nccommerce.com

II. GRANT LIMITS, LOCATION, ELIGIBLE ACTIVITIES AND CRITERIA 10

Grant Limits

CDBG SBEA grants are limited to a maximum of \$250,000 and a minimum of \$150,000. CDBG funded planning and administration activities are limited to 15% of the total project budget and this includes \$5,000 to be used to create and nurture an entrepreneurial environment within the community.

Location

Businesses assisted through this program must be located in the jurisdiction of eligible local governments. If a proposed project is located within the jurisdiction of more than one unit of local government, only one unit may apply for a CDBG grant. Regional proposals or those involving several local governments may be allowed on a case-by-case basis. If a regional program is approved, one local government must serve as the lead applicant. Projects that are located or proposed within the extraterritorial area of a designated entitlement municipality will require approval/agreement on the part of that municipality.

Eligible Projects and Cost per Job Limits

A local government applicant must propose a project in conjunction with one or more existing, small businesses that undertakes specific CDBG eligible activities that result in the creation of permanent, full-time jobs within the community. A job is considered full-time if the employee works at least 1,600 hours per year.

For purposes of this grant program, an existing business is one that has been in operation (and employing at least one full-time employee) within the community applying for the grant for at least two years and that has 100 or fewer employees.

CDBG funding will not be made available to projects that assist companies who transfer jobs within the state unless the company is expanding into the new area by adding a branch, affiliate, or subsidiary while maintaining employment levels in the old area. **NOTE: Jobs that are transferred from other facilities will not be counted toward the job creation commitment.**

Proposed projects are subject to CDBG cost per job limits and the limit for this project is \$25,000 per job or less. For example, a \$250,000 grant must result in the creation of at least 10 new jobs [$\$250,000 \text{ grant total} / \$25,000 \text{ per job} = 10 \text{ jobs created}$]. At least 70% of the jobs must go to LMI persons. In other words, out of 10 jobs, 7 must go to LMI persons.

Projects creating or retaining jobs that pay higher wages will be given preference over low-paying jobs. Employers who offer qualifying health insurance for all full-time positions at the establishment and pay at least 50% of employee premiums are preferred.

An eligible activity or activities under this grant category must directly link to the creation or retention of jobs for LMI persons. Applicants must explain how the proposed funded activity will create and/or retain the number of proposed jobs. The following are examples of activities that may be allowed, depending on how the overall project is structured.

Examples of eligible activities may include:

- Infrastructure improvements (e.g., water, sewer, roads, broadband);
- Purchase of land;
- Construction of a building or other improvements;
- Renovation of an existing building to accommodate the business;
- Construction of tenant improvements/finishes;
- Leasing space in or purchasing an existing building;
- Purchasing capital equipment; and
- Providing job training that can be linked to specific jobs at a specific firm.

Examples of ineligible activities include:

- Revolving loan funds;
- Microenterprise grant or loans;
- Incubator projects for start-up businesses;
- Debt restructuring;
- Job training that can't be linked to a specific job at a specific firm; and
- Ineligible activities at 24 CFR 570.207 and .209

Justification for Job Retention

Project eligibility may be based on the retention of jobs if the applicant and the company can provide clear and objective evidence that the jobs would be lost without CDBG assistance. Severity of need, such as threat of closure, may be evidenced by documentation such as notices from state or local health authorities, public announcements, and letters to employees, or relevant financial records. This documentation must be included in application package. In addition, the company must survey all current employees to verify that at least 70% are LMI persons. A current employee list and a summary of survey results must be included with the application.

Creation and Nurturing of an Entrepreneurial Environment Requirement

The second component of the SBEA project is to create and nurture an entrepreneurial environment within the community. Through this grant program, funds are available for activities that will equip project team members and community and business leaders to take deliberate steps to create an environment in which small businesses/ entrepreneurs can flourish.

The intent of these funds is to build a knowledge base within the project team and the governing body of the community through training and the development of skills. The funds may be used to obtain training and plan for activities leading to the development of an entrepreneurial environment. For example, the funds could be used to attend

entrepreneurial training, survey entrepreneurs within the community or hold meetings to identify the needs of local entrepreneurs, provide coordination, or otherwise aid in the creation of an environment that fosters entrepreneurship. ¹²

Five thousand dollars (\$5,000) of each grant **must** be used to create and nurture an entrepreneurial environment. The activities that fund and are associated with creating an entrepreneurial environment fall under the project's planning budget. If the CDBG application is funded, up to \$3,500 of documented application costs may be reimbursed to the grantee from the planning budget. In total, up to \$8,500 is allowed from the planning budget. Project funds for planning + administration may not exceed 15% of the total project request. Planning and administration funds may not be subtracted out from the total grant amount when meeting the cost/job requirement.

Eligible Activities

Examples of eligible activities may include:

- Planning for an entrepreneurial environment;
- Training of the project team and community and business leaders to learn about methods and tools for creating an entrepreneurial environment;
- Coordinating meetings to identify needs of entrepreneurs;
- Sponsoring events to market local entrepreneurs/businesses.

Examples of ineligible activities include:

- Outsourcing the development of a general strategic plan or feasibility study for the community;
- Payment of salary for anyone other than the grant administrator.

Ineligible Projects

CDBG funding will not be available to projects that propose to assist companies that are in bankruptcy.

HUD regulations specifically prohibit the following:

1. General promotion of a community as a whole (as opposed to specific areas and programs);
2. Assistance to professional sports teams including automobile racing teams;
3. Assistance to privately-owned recreational facilities that serve a predominantly higher-income clientele, where the recreational benefit to be derived by users or members clearly outweighs the employment or other benefits to LMI persons;
4. Acquisition of land where no specific proposed use has been identified;
5. Assistance to a for-profit business while that business or any other business owned by the same person(s) or entity is the subject of unresolved findings of noncompliance relating to previous CDBG assistance provided by the recipient;
6. Projects that do not create/retain jobs for low and moderate income persons; and
7. Transfer of jobs from one labor market area (LMA) to another that results in a significant loss of employment in the LMA with the job loss.

Selection & Evaluation Criteria

Applications will be reviewed against criteria which are designed to reward projects that implement broader economic development efforts and build upon prior planning and entrepreneurial development activity in the community.

The SBEA selection criteria are as follows:

	<u>Score</u>
Appropriateness and Feasibility of Business Activities	300
Appropriateness of Plan for Creating an Entrepreneurial Environment	300
Local Commitment and Community Partnerships	200
Timely and Effective Public Participation	100
Grant Administration Capacity and Past Performance	100
<u>Distressed Community Designation</u>	<u>50</u>
Total Points	1000/1050

Proposals that have the following characteristics will receive preference:

- Provides a comprehensive approach to serve local entrepreneurs and to create a supportive environment for them.
- Supports a comprehensive economic development strategy that has support from the community.
- Shows that the businesses assisted will continue to stimulate economic development within the community after the grant has ended.
- Introduces the members of the community who would be working together to ensure that this project is successful.
- Explains how the project would result in jobs for LMI persons.
- Identifies capable project administrators.
- Provides matching funds.
- Promotes place-based economics.

HUD Performance Measures

HUD has established economic development outcomes and objectives. All SBEA projects must meet the following objective and outcome:

Objective: Creating Economic Opportunities

Outcome: Economic development activities that focus primarily on improving the availability/accessibility of jobs for residents

III. APPLICATION and AWARD PROCESS

SBEA funds will be awarded to local governments through a competitive application process. Project awards will be announced approximately 60 business days from the application deadline of April 30, 2012. Project timelines should not exceed 30 months once funds have been obligated. All applicants should contact the SBEA Program Manager prior to submitting an application to discuss the eligibility of their project.

Application. Two complete applications with original Chief Elected Official signatures in both may be submitted by mail, overnight delivery or in person, but they must be physically received (not postmarked) by the Community Investment and Assistance by 5:00 PM, April 30, 2012.

<p>If using US Postal Service, mail to: Ms. Vickie L. Miller, Director Community Investment and Assistance 4313 Mail Service Center Raleigh, NC 27699-4313</p>	<p>If using UPS, FedEx, Other, or in-person, deliver to: Community Investment and Assistance Anderson Plaza 100 E. Six Forks Road, 2nd Floor Raleigh, NC 27609</p>
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Applications will be reviewed for consistency with general CDBG and specific program requirements. All eligible applications will be rated and evaluated using the selection and evaluation criteria discussed earlier. If additional information or clarification is needed, CI staff will contact the applicant and request the information. This request could be made in writing by mail or e-mail, by phone, or, if necessary, CI may request an in-person meeting with the applicant.

After receiving, reviewing, and rating the applications, CI will recommend the projects to the Secretary of Commerce for final approval. The Secretary of Commerce will notify members of the General Assembly representing the selected applicants. Award letters will be mailed to the grantees after all members of the General Assembly are contacted by the Department of Commerce.

All other applicants will be notified that their request for funding is no longer being considered.

Public Hearings. Two public hearings are required to be held by the unit of local government during the application process. Both hearings must be advertised in a newspaper having general circulation in the area. The timing of the hearing notices must follow CDBG regulatory requirements, including publication not less than 10 days or more than 25 days before the date of the hearing.

The first public hearing should be held at the beginning of the application process. The notice should provide enough information about the project(s) to allow citizens to be able to provide input.

The second public hearing should be held after the application is drafted but prior to its submission to CI. The second public notice must contain the following information: **15**

- a description of the proposed project(s) including the proposed location;
- name of beneficiary company(ies);
- activities to be carried out;
- the number of jobs to be created and/or retained;
- amount of funding request;
- the total cost of activities;
- the percentage of total cost of the project that will be financed with CDBG funds; and
- the dollar amount of CDBG funds for the project(s).

Please note that the SBEA Grant Agreement consists of the SBEA program guidelines, approved applications, including the certifications, maps, schedules and other submissions in the application, any subsequent amendments to the Grant Agreement, the approved application, and funding approval.



IV. APPLICATION REQUIREMENTS

This section is intended as a summary of information contained in the application. It is not exhaustive, but designed to highlight program requirements. The following, if applicable, must be provided as a part of the application:

Local Government

- The applicant unit of local government must pass a resolution authorizing the CDBG application.
- The applicant must identify members of the project development team and indicate whether local staff or a contract administrator will be responsible for administration of the project. The administrator must have experience administering more than one CDBG project.
- If the applicant unit expects funding from other resources, such proposed assistance must be described in sufficient detail to show its impact on the proposed CDBG project. If the other funding is approved or anticipated during the project period, it should be included in the CDBG Source and Use and Budget forms. Commitment letters of all funding sources must be submitted to CI with the final application.
- All applications, regardless of amount requested, will include a Disclosure Report. Such report will include all interested parties, public and private entities and individuals, with any financial interest greater than \$50,000 or 10% of the CDBG funds requested, whichever is lower. The report will also show any sources and uses of funds for the project that are not identified in the application's Source and Use form.
- If the application is to assist with publicly owned infrastructure, a professional engineer's report must be provided to attest to the geography, project and system alternatives, sizing and reasonableness of cost for service required that directly relate to the company and the jobs proposed.
- A local public facilities assessment policy to recover the costs from CDBG assisted projects must be included in all applications for infrastructure funding. It should set appropriate fee structures and provide that at least 50% of income derived from users for up to five years will be returned to CI as program income. No assessments may be made against properties owned or occupied by LMI persons. (See page 16 for additional information.)
- A request for a U. S. Department of Labor Wage decision must be submitted with the application for projects proposing construction activities greater than \$2,000.
- Documentation of the status of the applicant's Section 504 self-evaluation, fair housing, citizen participation, Section 3, and residential and anti-displacement plans should be provided.

Project Company

- Information on the structure and history of the business and current/future business plans, including a current business plan.
- Financial statements, covering the most recent three full years, and projections for the next two years. Social Security numbers included on statements and documents should be blacked out prior to submitting them to CI. **NOTE: All documentation and financial statements will become public record upon submission.**
- Documentation showing numbers and types of jobs to be created or retained during the grant award. A **Legally Binding Commitment** form containing this information must be executed.
- Documentation that the proposed jobs are not being relocated from an industrial or commercial plant, facility, or operation owned or operated by the company in another labor market area as defined by the U.S. Bureau of Labor Statistics (BLS).
- Agreement to screen or have screened by the Employment Security Commission (ESC) job applicants for LMI and protected class status as required by the CDBG program.
- Agreement to submit to the applicant's project administrator employment reports with sufficient detail to determine jobs created and LMI status at least quarterly.
- Agreement that recapture of grant funds will be triggered if a local government or business subsequently fails to comply with the terms of the agreement.

Application Review

Proposed projects will be reviewed against HUD guidelines for CDBG project costs and financial requirements. Specifically, HUD underwriting objectives are to ensure that:

1. project costs are reasonable;
2. all sources of project financing are committed;
3. to the extent practicable, CDBG funds are not substituted for non-federal financial support;
4. the project is financially feasible; and
5. CDBG funds will be dispersed on a pro-rata basis with other project finances.

V. COMPLIANCE REQUIREMENTS

Per the Housing and Community Development Act of 1974, as amended, the CDBG program has certain federal and state requirements that must be met. Local government project administrators should be familiar with the Act, along with rules published in the Federal Register of November 9, 1992 under 24 CFR Part 570. NC Administrative Code requirements of 4 NCAC Subchapter 19L (NC Community Development Block Grant Program) must also be met.

- A. **Citizen Participation.** Applicants must certify in their application that they are following a written citizen participation plan that provides for access to information and participation in all stages of the project. This includes proper advertising of public hearings in the **non-legal** section of a newspaper with general circulation in the area, and timely access to meetings, information, and records related to the project. In addition to a minimum of two public hearings before submitting a final application, a third hearing is required prior to the formal close out of a grant after completion of all project activities.
- B. **National Objectives.** All CDBG-funded activities must meet one of the three national objectives of the program: 1) benefiting low-and moderate-income persons, 2) preventing or eliminating blight, or 3) meeting other community development needs having a particular urgency. SBEA projects must be designed to meet the CDBG national program objective of benefit to LMI persons. ***This project requires that at least 70% of jobs created or retained must be provided to persons with prior low and moderate family income status based on annual HUD Section 8 income data.*** Job creation numbers and prior LMI status must be documented by the local government grantee. Such documentation is monitored prior to closing a grant, and the documentation must be continued until the grant is closed or until an agreed date or time is determined between the state and the grantee.
- C. **Equal Opportunity.** Applicants are required to insure that CDBG aided projects comply with equal opportunity and nondiscrimination laws and that people in protected categories are not excluded from project participation.
- E. **Section 504 of the Rehabilitation Act of 1973.** The local government applicant must complete a Self-Evaluation plan and Transition Plan (if required) as required by Section 504 to insure that it does not discriminate by reason of a person's disability.
- G. **Assessment Policy (Infrastructure projects).** HUD has requirements for projects involving local public infrastructure (e.g., water, sewer, or roads) when funding is based on job creation or retention. Users of the infrastructure during the project period and for three years after project completion must pay for a portion of the cost of the improvement. The assessment fees collected are considered program income. A local assessment policy with appropriate fee structures must be determined at the time a project application is prepared. At least 50% of the program income derived from additional users for the two-year project period plus three years will be returned to DOC for use in a fund to assist other projects. CDBG rules require that such assessments not be made against properties owned or occupied by low and moderate-income persons.
- J. **Anti-displacement and Relocation Assistance Plan.** A plan for residential anti-displacement and relocation must be documented or submitted with the application.
- K. **Davis-Bacon and Related Labor Acts.** Construction contracts financed whole or in part with CDBG funds must comply with Davis-Bacon and Related Acts (DBRA). Local government grantees are responsible for enforcement of the DBRA requirements, such as on-site interview of workers, review of contractor's payrolls, and conducting a pre-

construction conference. Construction contracts in excess of \$2,000 "financed in whole or in part..." with CDBG program funds require specific minimum wage levels. 19

L. Lead-Based Paint Hazards. Projects involving rehabilitation of residential structures require compliance with the federal Lead-Based Paint Hazard Reduction Act of 1992 and the "Lead-Based Paint Hazard Reduction Guidelines" issued November 1, 1993 by CI. While residential structures are not likely to be involved with most SBEA projects, local government grantees are advised to determine state and county health requirements if there is any rehabilitation or demolition of structures that are likely to have lead-based paint present.

M. Reporting. Recipients must submit written quarterly progress reports to CI. In addition to providing an update on the status of project activities, jobs created, and financial expenditures, CI will expect participants to share their success stories with CI. CI requests copies of all published press articles, TV coverage, scheduled ribbon cuttings, and other events and milestones. Periodic photographs should document project stages, training, events and successes.

An Annual Performance Report (APR) is due at the close of each calendar year and an annual financial audit of the CDBG program is due at the close of each fiscal year in which at least \$25,000 in CDBG funds were received. The audit may be performed in conjunction with the regular independent audit of the recipient and will contain an examination of all financial aspects of the CDBG program as well as a review of the procedures and documentation supporting the recipient's compliance with applicable statutes and regulations. A Final Performance Report and audit will be required prior to grant closeout.

N. Monitoring. CI will monitor the project through mechanisms, including review of quarterly and annual reports received from the grant recipient, through phone/email/letter correspondence, through receipt of all published press articles about the project as provided to CI by the local government, and through on-site monitoring visits.

CI staff will notify the grantee at least 10 days before on-site monitoring visits and will provide copies of monitoring forms to be used. Any performance findings or administrative concerns resulting from the monitoring review must be mutually resolved before a grant can be formally closed.

O. Demonstration Program Participation. By participating in this CDBG grant program, grant recipients agree to be a part of a state-wide demonstration/pilot program. As a part of such a demonstration program, CI will expect participants to share their success stories with CI and with other program participants throughout the program. CI requests copies of all published press articles, TV coverage, scheduled ribbon cuttings, and other events and milestones. Periodic photographs should document project stages, training, events and successes.

P. Conflict of Interest. The following people or their immediate family members shall not have any direct or indirect financial interest in any contract, subcontract or the proceeds thereof for work to be performed in connection with the grant during their tenure or for

one year thereafter: (1) employees or agents of the recipient who exercise any function or responsibility for the Community Development Block Grant (CDBG), and (2) officials of the recipient including members of the governing body. Consult with Community Investment and Assistance Staff regarding conflict of interest questions or North Carolina Community Development Block Grant Program Regulations (4NCAC 19L.0914).

Q. Financial Management Requirements. CI will monitor the grantee to determine compliance with the financial management requirements. In particular, the review will determine if records are maintained in compliance with 24 CFR Part 85, OMB Circular A-87 and other State of North Carolina requirements. This monitoring is performed through desktop audit and at each on-site visit. Typically, ledgers, invoices, canceled checks, bank statements and requisitions are reviewed to see that the grantee has an adequate system of financial management. CI staff may also make specific requests to review information or documentation relating to financial management of a grant.

Modified Compliance Requirements

In 2011, CI has modified its compliance requirements in the following categories:

Environmental Review: Recipients of CDBG funds are required to comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and the NC State Environmental Policies Act and complete an Environmental Review Record (ERR). In 2011, this will be a post award requirement. Do not submit ERR with the application. Please follow procedures outlined in the technical assistance handbook. Copies of the ERR can be secured from CI and/or on the North Carolina Department of Commerce website, under Community Development Block Grant, Forms and Publications, Environmental Review Record [<http://www.nccommerce.com/communitydevelopment/investment-assistance/forms-resources/compliance-plans-and-templates/environmental-review-process>]. Once the ERR is received, CI will review for completeness. CI Compliance Staff should be contacted concerning questions with the environmental review process.

24 CFR Part 58 (Environmental Regulations) require certain notices to be prepared and published by the local government applicant. This procedure is described in 24 CFR 58.40-47 and requires certain time periods to be allowed for public comment. CI must receive evidence of the publication of these notices as well as a Request for Release of Funds and Environmental Certification. Upon CI determination that the public comment periods have elapsed, CI will issue a letter approving the release of funds. **No CDBG funds for non-administrative activities will be released prior to the date of issuance of the letter approving the release of funds.**

Fair Housing: Recipients of CDBG funds will be required to comply with fair housing and non-discrimination laws and regulations. Applicants should consult Section .1001 of the CDBG administrative rules for further information on equal opportunity requirements. Applicants will be required to submit a fair housing plan for the municipality and or county. Applicants with 10,000 persons or more will be required to complete an Analysis to Impediments to Fair Housing Choice Study. For each year that a CDBG project is active, a

recipient must describe the actions it will take in the areas of enforcement, education and removal of barriers and impediments to affirmatively further fair housing. For guidance for developing a Fair Housing Plan, grantees will refer to CI Bulletin 10-25 and the Implementation Notebook. ²¹

Language Access Plan (LAP): As recipients of federal financial assistance, grantees have an obligation to reduce language barriers that can preclude meaningful access by Limited English Proficient (LEP) persons to important government programs, services, and activities. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000(d) and its implementing regulations require that recipients take responsible steps to ensure meaningful access by LEP persons. Applicants will be required to submit a Language Access Plan using the approved recommended template from CI. The plan will be submitted for municipality and or county using the thresholds established by CI. The plan will address the LAP policy, translation of required vital documents, and requirements for citizen participation.

Local Economic Benefit (Section 3): Section 3 of the Housing and Urban Development Act of 1968, as amended, contains requirements governing programs providing direct financial assistance to public recipients and related contractors (or subcontractors).

For each year that a CDBG project is active, the recipient must describe a strategy whereby opportunities in employment and procurement arising out of a CDBG assisted project are identified and made available to low income residents within the county to the greatest extent feasible. This strategy must include (1) identification of training and technical assistance resources to prepare low income residents for employment and procurement opportunities, (2) attempts to reach the numerical targets for new hires set forth in the Section 3 regulation, which applies to recipients receiving \$200,000 or more in non-administrative line items expended for construction contracts and (3) education of low-income residents within the CDBG assisted area about the components and opportunities of the program. Once applicants are awarded funds, recipients will be required to submit a Section 3 plan using the approved CI template. In addition, applicants will be required to coordinate additional activities as it relates to Section 3 with the CI Compliance Office.

Procurement: The grantee must have a written Procurement Policy that meets the requirements specified in 24 CFR 85.36. The procurement procedures must reflect applicable State and local laws should promote free and open competition, and describe efforts to encourage minority and female owned businesses to submit bids/proposals. Grantees must contract for the procurement of goods, services, and construction projects including design services. CDBG grantees must enter procurement solicitation for any contract over \$25,000 in the Statewide Interactive Purchasing System (IPS) as well as provide the information to the CI Compliance Office. All notices must be posted in IPS at least three days before the procurement process begins.

The local government only must set-up in IPS to post solicitation documents electronically. The process takes 15 minutes. The local government should contact Ms. Peggy Crawley, N C Department of Administration at (919) 807-4502 or peggy.crawley@doa.nc.gov for information.

The use of IPS will be added to the program compliance monitoring process. Grantees must also ensure compliance with 24 CFR 85.36 Procurement Process in addition to the IPS requirement. 22

Program Amendments, Budget Amendments and Budget Revisions

In an Advisory Notice called “Application Amendment” dated January 25, 2010 and posted on the North Carolina Commerce website CI outlined the application amendment process. Additionally, in September 2010, CI released **Bulletin 10-3** which replaces Bulletin 96-2 which defines what constitutes a change from the approved application and requires prior approval by CI. The Bulletin also outlines the procedural requirements for submitting an amendment. When making any change to the approved application, grantees should contact the CI Grants Management Representative assigned to the grant and discuss the changes. Please note when changing activities, the environmental review may require an update. The Grants Management Representative will assist the grantee with the program amendment, budget amendment, and/or budget revision process.

RE: American Reinvestment and Recovery Act (ARRA) Camera System Project for Polk County Transportation Authority (PCTA)

The State has issued a Memorandum of Understanding (MOU) to proceed with placing cameras in our vehicles. According to the specs, there are two types of systems that are to be installed. The 1st is a 4 camera system for Conversion Vans with and without lifts, LTVs with and without lifts. The 2nd is a 2 camera system for the mini-vans. They will not be placed in the cars the county has purchased for PCTA.

Requirements of the county would be a computer system to support downloading the videos (and will be operational at all times), repairs (have to be sent to Virginia), and when a vehicle is disposed of, we will have to pay to have the camera system transferred to the new vehicle.

The MOU explains in more detail, these are just some highlights.



updated 1/25/2012

Memorandum of Understanding (MOU) Vehicle Camera and Software Project

This MOU is designed to detail expectations of everyone participating so the project starts out with shared expectations.

Lead Funding Agency	North Carolina Department of Transportation, Public Transportation Division
Roles and Responsibilities	<p>Primary funder of the American Recovery and Reinvestment Act Vehicle Camera Project agrees:</p> <ul style="list-style-type: none"> • To provide funding for the implementation and training costs for the approved NC Transit systems with American Reinvestment and Recovery Act (ARRA) and state funds. • To have an implementation team to schedule and provide oversight for the mobile digital video recording camera (MDVR) project. • To schedule implementation by eligible system prioritization and / or region. • To expect as a requirement of funding that each agency will follow the implied and actual intent of this agreement and the requirements stated within. • To issue one or more purchase orders for all equipment, installation and training as specified in the bid for all eligible transit systems. • To process an amendment to Safety and Security Plans and processes. • To provide sample policies and procedures for management, oversight and maintenance of the camera system. • To ensure all installations are completed within 18 months once the bid is awarded. • A statewide contract will be maintained and available for additional and replacement cameras and DVR systems.
Contact	Nancy Painter, Transportation Program Consultant



updated 1/25/2012

Participating Agency	POLK COUNTY TRANSPORTATION AUTHORITY
Roles and Responsibilities	<p>User of Vehicle Camera Equipment and Software agrees:</p> <ul style="list-style-type: none"> • To identify a System Champion; this person will also serve as the key system contact and on the Implementation Team. This person must: be technically competent and know the system's operating procedures. • To provide a qualified computer for downloading and storing video. This computer storing video must be included in regular back up processes and procedures. (minimum specifications attached) • To schedule vehicle availability for installation to meet the requirements of the bid and the implementation team. • To participate in periodic system evaluations as well as share success stories. • To adopt and implement policies and practices provided by the Implementation Team. • To incorporate videos, as appropriate, in training and disciplinary actions. • To involve staff in training and implementation. • To maintain and protect this asset for 7 years; this asset should be transferred to replacement vehicles as these vehicles are funded. Cameras disposed of prior to the useful life will be prorated and funding returned to NCDOT. • To set up and maintain a record in a software maintenance program by vehicle for each camera system. • To fully implement the functions and use of the application. • To be responsible for any replacement of cameras due to vandalism or other neglect from lack of good maintenance and oversight practices. • To notify insurance companies that cameras are installed on the vehicles to have rates appropriately adjusted and cameras included in vehicle coverage.
Contact	Ray Gasperson, Board Chair Polk County Transportation Authority

We the undersigned agree to participate and cooperate in the development and installation of vehicle camera project.

NCDOT/Public Transportation Division Director Date

Authorized Official Date



updated 1/25/2012

MINIMUM COMPUTER SPECIFICATION REQUIREMENTS

Recommended Workstation Specifications (vMax Commander™ & vMax View™)		
Component:	Minimum:	Recommended:
Processor	15-750	17-870
Memory	4GB	8GB
Video Card	GeForce GTS250 1GB/Radeon HD4850 512MB	GeForce GTX 460 768 MB/ Radeon HD 5850 1 GB

Recommended Server Specifications (vMax Commander™ & vMax View™)		
Component:	Minimum:	Recommended:
Processor	Intel® Core2 Duo (2GHz or higher) or AMD equivalent	
Operating System	Windows XP 32 bit or 64 bit, service pack 3 or higher; Windows VISTA 32 bit or 64 bit; Windows 7 32 bit or 64 bit	
Video Card	32 MB, 16.7 million colors, with support for DirectX® 9.0C	
Memory	2 GB RAM; 30 MB free HD space for installation; 300 GB free HD space for storage	4GB recommended; 1TB storage recommended
Peripherals	2 x USB ports, DVD drive, 10/100 Ethernet	Second 10/100 Ethernet port recommended
Media Player	Microsoft Media Player® version 8.x or higher	

Memorandum

27

To: Polk County Board of Commissioners
From: Melissa Bowlin, Polk County Tax Collector
Date: 2/1/2012
Re: January Refund Request

<u>Taxpayer</u>	<u>Parcel</u>	<u>Amount</u>	<u>Reason</u>
Debbie Denton	21506	329.55	over pmt
QBE First Mtg Co.	P55-371	698.85	over pmt
Carol Walker	P48-20	508.34	over pmt
	<u>TOTAL:</u>	\$1,536.74	

BUDGET AMENDMENT: ADDITION
DATE: 2/6/2012 BOC Meeting
Dept: Meeting Place

BATCH #: _____ LINE _____
(for accounting use only)

Amendment # : **Addition #11**

INCREASE EXPENSE

INCREASE REVENUE/DECREASE EXPENSE

<u>GL ACCOUNT #</u>	<u>Amount</u>
10-5169-2200-0	\$ 7,146
Food	

<u>GL ACCOUNT #</u>	<u>Amount</u>
10-3315-4148	\$ (7,146)
Senior Center Operations	

\$ 7,146

\$ (7,146)

EXPLANATION: To increase revenue and expense for additional money from the Division on Aging on our Home and Community Care Block Grant to be expended on food

Date approved & entered into the BOC minutes

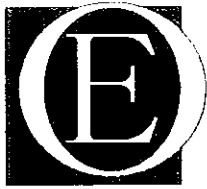
COUNTY MANAGER

FINANCE OFFICER

Sandra Hughes

From: Pam Doty [meetingplacepam@windstream.net]
Sent: Friday, January 27, 2012 2:03 PM
To: Sandra Hughes
Subject: HCCB grant revision

Sandra, The Meeting Place has been awarded an additional \$7,146.00 for this year from the Division of Aging on our Home and Community Care Block Grant. The revenue is for Senior Center Operations and should be expended in our Food and Provision line item (10-5169-2200-0). Will you handle the budget amendment? Thanks. Pam



Odom
Engineering
PLLC

152 East Main Street • Forest City, NC 28043

Phone (828) 247-4495 • Fax (828) 247-4498

January 30, 2012

Ryan Whitson
Polk County Manager
40 Courthouse St
PO Box 308
Columbus NC 28722

RE: Recommendation for Hwy 108 Polk County/Town of Columbus Interconnect Project

Dear Ryan,

Bids were received on Thursday, January 26th at 2:00 pm at the Polk County Offices for the Hwy 108 Polk County/Town of Columbus Interconnect project. A tabulation was completed for the bids received, and the bids results were as follows:

	<u>BID AMOUNT</u>	<u>ALTERNATE BID AMOUNT</u>
• Steppe Construction	\$592,465.00	\$120,746.85*
• Davis Grading	\$631,015.00	\$123,175.50
• Marvin Hoyle Construction	\$946,059.00	\$186,110.00
• Kennedy Concrete & Utilities	\$956,790.00	No Bid

**error in addition on bid form, not resulting in any significant change that would affect the outcome of the bid results.*

The low bidder was Steppe Construction, with a bid amount of \$592,465.00 and an alternate bid amount of \$120,746.85. We recommend awarding the contract to Steppe Construction in the amount of \$592,465.00 to complete the project.

Sincerely,

David Odom, P.E.

Bidders List



PROJECT NAME: Hwy 108 Polk County/Columbus Interconnect
PROJECT OWNER: Polk County
BID DATE: January 26, 2012 @ 2:00

Phone: 328-247-4495 Fax: 328-247-4498

	Contractor Name	Contact Person	Phone	Town	BID (Hwy 108) / ALTERNATE BID (Hwy 9)
1	Davis Grading	Steve Davis	704-434-9697	Shelby	\$631,015.00 / \$123,175.50
2	Kennedy Concrete	John Kennedy	704-482-4709	Shelby	\$956,790.00 / NO BID
3	Marvin Hoyle Construction	Marvin Hoyle	704) 477-6307	Lawndale	\$946,059.00 / \$186,100.00
4	Steppe Construction	Myron Steepe	828-625-4722	Mill Springs	\$592,465.00 / \$\$120,729.25

HWY 108 POLK COUNTY/COLUMBUS INTERCONNECTION

DESCRIPTION	MYRON STEPPE CONSTRUCTION			DAVIS GRADING			MARVIN HOYLE CONSTRUCTION			KENNEDY CONCRETE & UTILITIES		
	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Mobilization	LS	1	\$10,000.00	\$10,000.00	\$12,900.00	\$12,900.00	\$44,979.00	\$44,979.00	\$40,000.00	\$40,000.00		\$40,000.00
Tie to Existing Valve	EA	1	\$600.00	\$600.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00	\$5,500.00	\$5,500.00		\$5,500.00
12" Wet Tap	EA	1	\$6,100.00	\$6,100.00	\$5,800.00	\$5,800.00	\$16,000.00	\$16,000.00	\$7,800.00	\$7,800.00		\$7,800.00
12" C909 PVC Water	LS	12,000	\$25.18	\$302,160.00	\$25.70	\$308,400.00	\$36.00	\$432,000.00	\$31.00	\$372,000.00		\$372,000.00
12" Gate Valve	EA	4	\$1,850.00	\$7,400.00	\$1,687.00	\$6,748.00	\$2,500.00	\$10,000.00	\$2,100.00	\$8,400.00		\$8,400.00
Creek Crossing	EA	11	\$5,500.00	\$60,500.00	\$4,500.00	\$49,500.00	\$7,000.00	\$77,000.00	\$11,960.00	\$131,560.00		\$131,560.00
Fire Hydrants	EA	10	\$3,000.00	\$30,000.00	\$3,360.00	\$33,600.00	\$3,500.00	\$35,000.00	\$3,400.00	\$34,000.00		\$34,000.00
Pump Station	LS	1	\$116,750.00	\$116,750.00	\$137,487.00	\$137,487.00	\$176,300.00	\$176,300.00	\$198,000.00	\$198,000.00		\$198,000.00
Gravel Drive Repair	LF	860	\$3.75	\$3,225.00	\$3.50	\$3,010.00	\$8.00	\$6,880.00	\$15.00	\$12,900.00		\$12,900.00
Asphalt Drive Repair	LF	630	\$19.00	\$11,970.00	\$19.00	\$11,970.00	\$20.00	\$12,600.00	\$30.00	\$18,900.00		\$18,900.00
24" Underbore	LF	30	\$155.00	\$4,650.00	\$185.00	\$5,550.00	\$300.00	\$9,000.00	\$290.00	\$8,700.00		\$8,700.00
16" Gas Line Crossing	EA	1	\$2,900.00	\$2,900.00	\$3,500.00	\$3,500.00	\$10,000.00	\$10,000.00	\$12,000.00	\$12,000.00		\$12,000.00
Gas Line Crossing	EA	1	\$2,800.00	\$2,800.00	\$1,000.00	\$1,000.00	\$6,000.00	\$6,000.00	\$10,000.00	\$10,000.00		\$10,000.00
Silt Fence	LF	1,060	\$2.00	\$2,120.00	\$2.00	\$2,120.00	\$5.00	\$5,300.00	\$5.50	\$5,830.00		\$5,830.00
Channel Liner	LF	12,000	\$0.60	\$7,200.00	\$0.90	\$10,800.00	\$1.00	\$12,000.00	\$2.25	\$27,000.00		\$27,000.00
Rock	CY	200	\$30.00	\$6,000.00	\$100.00	\$20,000.00	\$300.00	\$60,000.00	\$150.00	\$30,000.00		\$30,000.00
Rip Rap	TONS	50	\$45.00	\$2,250.00	\$45.00	\$2,250.00	\$100.00	\$5,000.00	\$60.00	\$3,000.00		\$3,000.00
Fittings	EA	4,800	\$3.30	\$15,840.00	\$3.10	\$14,880.00	\$5.00	\$24,000.00	\$6.50	\$31,200.00		\$31,200.00
TOTAL				\$592,465.00		\$631,015.00		\$946,059.00		\$956,790.00		\$956,790.00
Alternate Bid												
DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
12" Wet Tap	EA	1	\$14,500.00	\$14,500.00	\$12,000.00	\$12,000.00	\$16,000.00	\$16,000.00		\$16,000.00		\$16,000.00
12" C909 PVC Water	LS	2,520	\$25.18	\$63,453.60	\$25.70	\$64,764.00	\$37.00	\$93,240.00				NO BID
12" Gate Valve	EA	3	\$1,850.00	\$5,550.00	\$1,687.00	\$5,061.00	\$2,500.00	\$7,500.00				
Creek Crossing	EA	1	\$5,400.00	\$5,400.00	\$4,500.00	\$4,500.00	\$15,000.00	\$15,000.00				
Fire Hydrants	EA	2	\$3,000.00	\$6,000.00	\$3,360.00	\$6,720.00	\$3,500.00	\$7,000.00				
Gravel Drive Repair	LF	75	\$3.75	\$281.25	\$3.50	\$262.50	\$10.00	\$750.00				
Concrete Drive Repair	LF	30	\$75.00	\$2,250.00	\$50.00	\$1,500.00	\$70.00	\$2,100.00				
Asphalt Repair	LF	100	\$25.00	\$2,500.00	\$35.00	\$3,500.00	\$40.00	\$4,000.00				
24" Underbore	LF	110	\$155.00	\$17,050.00	\$185.00	\$20,350.00	\$300.00	\$33,000.00				
Channel Liner	LF	2,520	\$0.60	\$1,512.00	\$0.90	\$2,268.00	\$1.00	\$2,520.00				
Rip Rap	TONS	50	\$45.00	\$2,250.00	\$45.00	\$2,250.00	\$100.00	\$5,000.00				
TOTAL				\$120,746.85		\$123,175.50		\$186,110.00				

AGREEMENT FOR CONNECTION OF WATER LINES

This Agreement made and entered into this 6th day of February, 2012, by and between the Town of Columbus ("Columbus") and Polk County Government ("Polk").

WITNESSETH:

WHEREAS, Columbus owns and operates a municipal water system which includes a 10" water main line which terminates at Polk County High School; and

WHEREAS, Polk owns and operates a water system and desires to construct a 12" water main line along NC Hwy 108 between Polk County Middle School and Polk County High School and to connect said line with Columbus's existing line at Polk County High School; and

WHEREAS, the parties desire to set forth their respective rights and responsibilities with respect to the connection of their water systems at Polk County High School (hereafter "the Connection Point") and matters ancillary thereto;

NOW, THEREFORE, BASED ON THE FOREGOING, and for good and adequate consideration, the receipt of which is hereby acknowledged by each party, the parties agree:

1. Term. That this contract shall extend for a period of ten (10) years from the date of execution of the same, and shall automatically renew for subsequent five (5) year periods unless any party hereto notifies the other parties in writing at least sixty (60) days prior to the end then current period that it does not wish to renew the Agreement for a subsequent five (5) year period.

2. Requirements for and Ownership of Water System Components.

2.1 The parties agree that the connection of their water lines shall be engineered so that water can flow in either direction through a valve and master meter at the Connection Point. Polk shall be responsible for the cost and installation of said valve and master meter and of all components of Polk's water line on Polk's side of the Connection Point.

2.2 Polk shall install on its side of the Connection Point such pumps and valves as are necessary to ensure the adequate flow of water in either direction through the Connection Point and to ensure that the pressure from Polk's larger water line will not damage Columbus's smaller main line or appurtenances thereto including smaller lines connected or tapped into Columbus's main line.

2.3 Polk shall own and maintain the valve and master meter at the Connection Point. Each party shall be responsible for maintenance of its water system on its side of the Connection Point.

2.4 The connection of the parties' water systems shall not be completed, and Polk shall not begin using the connection until Polk has obtained issuance of all required permits

therefor, and Columbus’s engineer has inspected the connection and all appurtenances (pumps, pressure reducing valves, etc.) to Polk’s NC Hwy 108 water line which will assist in the connection and use of the parties’ water systems, and Columbus has issued to Polk of Columbus’s written approval of the connection and such appurtenances. Columbus’s approval of the connection and appurtenances will not be unreasonably withheld provided that the connection and appurtenances comply with applicable state requirements, which requirements shall be agreed upon between the parties in advance of Polk’s construction of said connection and appurtenances.

3. Service Areas

3.1 Subject to the provisions of Section 3.2, below, the Connection Point shall serve as the boundary of the parties’ water service areas along NC Hwy 108. Columbus shall continue to provide water service to Polk County High School and, subject to Section 3.2, Polk shall install water taps and provide water service to customers northeast of the Connection Point along NC Hwy 108.

3.2 Polk acknowledges that a tract of approximately 1065 acres, presently owned by ALF FCLG Promontory, LLC, has been annexed into Columbus and abuts NC Hwy 108 in an area near the intersection of NC Hwy 108 and Houston Road. Polk agrees that it shall not sell water to properties within this tract except with the written agreement of Columbus.

3.3 The parties anticipate that ALF FCLG Promontory, LLC, or a successor in interest, will construct an 8” water line along Houston Road, between the area of the intersection of NC Hwy 108 and Houston Road and the current terminus of Columbus’s water lines southwest on Houston Road, to serve the tract described in Section 3.2, and that that water line will be turned over to Columbus to own and operate. Polk agrees to allow Columbus to make a maximum of two (2) connections to Polk’s NC Hwy 108 water line in the vicinity of the intersection of Houston Road and NC Hwy 108. One of these connections would be for a water line running down Houston Road to NC Hwy 108 and the other would be for a water line running into ALF FCLG Promontory, LLC’s development from the area of the development’s entry road on NC Hwy 108. These connections may be made at any time during the term of this agreement. If such a connection is made, a valve and master meter shall be installed at the connection point so that water can flow in either direction through the connection. If the Houston Road water line is installed prior to the installation of Polk’s NC Hwy 108 water line, and Columbus requests either or both of these connections then Polk shall install, own, operate and maintain the valve and master meter for said connection(s). If Polk has already completed installation of its NC Hwy 108 water line when Columbus requests such connection(s), then Columbus shall pay for installation of, and shall own, the valve and master meter for said connection(s), but Polk shall operate and maintain said equipment.

3.4 One of the benefits to Columbus making either or both of the connections described in Section 3.3 is to have a loop in its water system in the area of NC Hwy 108 and Houston Road. Polk agrees that if this loop is constructed, Polk will not close the valves at the connection points of the two systems, thereby depriving Columbus of the benefit of the loop, without Columbus’s written consent.

4. Control and Operation of Water System Components

4.1 The system shall be capable of sending water in each direction between the parties' water systems, depending on the configuration of valves and the operation of pumps and pressure reducing stations within the system.

4.2 Polk will notify Columbus whenever the status of the valves at any connection point between the parties' water systems is changed, e.g., a valve is opened after having been closed, or the direction of water flow through a valve is reversed. Such notifications shall be by email and shall be made within 24 hours of the change of status.

4.3 The parties agree that water will be furnished at reasonably constant, sustainable pressures and delivered through existing mains and bulk water meters. Each party shall be responsible for water pressure to the point of delivery to another party at the master meter, and Polk shall design its system to also accommodate the possible future connections described in Section 3.3, above. If either party causes damage to the other party's water system due to the delivery of water to any connection point between the parties' water systems at improper pressure levels, such party shall be responsible for the costs to repair the damaged party's system and shall indemnify the damaged party for, and hold it harmless from, any costs which that party is required to pay for damage to its customers' water lines and appurtenances due to such improper pressure.

4.4 Polk will prepare and provide to Columbus each month a report detailing system operation and the amount of water bought or sold by each entity with the other during the preceding month.

5. Operation and Maintenance Costs

5.1 Each party shall bear the cost of maintaining the water lines and appurtenances in its respective service area.

5.2 The master meters at the connection points described in this Agreement shall contain continuous recording devices to monitor flows. Both parties agree to calibrate using a certified third party such metering equipment at a frequency of at least once every twelve (12) months. Either party may request additional calibrations at their expense. A meter registering not more than two percent (2%) above or below the test result shall be deemed to be accurate. The previous readings at any meter disclosed by test to be inaccurate shall be corrected for the twelve (12) months previous to the test in accordance with the percentage of inaccuracy found by such tests. If any meter fails to register for any period, the amount of water during such period shall be deemed to be the amount of water delivered in the corresponding period immediately prior to the failure, unless both parties agree upon a different amount. The metering equipment shall be checked and read monthly and written record of all readings shall be available to either party upon request.

6. Water Purchases and Sales

6.1 Each party shall install taps within its own service area as outlined in Section 3 above and shall receive the tap fees and the proceeds of water sales from such taps.

6.2 Each party will handle billing for the customers in its service area and shall service such customers' accounts.

6.3 The parties agree that the primary purpose for the connection of their water systems is for each to obtain alternate sources of water for drought relief. Except as provided herein, or in separate written agreements between the parties, neither party shall be obligated to purchase or sell water to the other party. If the parties do sell water between themselves, such sales shall be at Columbus's then-existing commercial water rate for sales to customers inside of the Columbus town limits.

6.4 The parties recognize that, from time to time, because of changes in operation, installation of facilities, emergencies, or other problems, each party may desire to buy water even though it is acting expeditiously to take care of the situation. Under these circumstances, the Columbus Town Manager has authority to make agreements to sell or to buy water on behalf of Columbus, and the Polk County Manager has authority to make agreements to sell or to buy water on behalf of Polk. The authority of the respective manager to make those agreements applies only to the extent that the manager of the buyer party finds that the circumstances described in the first sentence of this section apply. Any such agreement to authorize the furnishing of water for a period greater than six (6) months must be approved by both the Columbus Town Council and Polk County Board of Commissioners.

6.5 If the parties sell water to one another, they shall do so pursuant to this Agreement. Water sales shall be measured at the master meter located at or near the interconnection point of the buyer and seller's systems. The "net balance" is defined as the net amount of water, in gallons, on the last day of the month, supplied from one party to another under this Agreement since the last invoice was paid by either party. Purchases and sales shall be offset against each other in order to calculate the net balance. A party is the Invoicing Party when it has a positive net balance of sold water to the Invoiced Party. The Invoicing Party shall invoice on a monthly basis. The Invoicing Party shall add a late payment fee of one (1.00%) percent per month to the amount due for any payment made more than thirty (30) days after the billing date.

6.6 If a party hereto desires to purchase water coming from a non-contiguous water system, and the operator of such system agrees to sell such water, the party having its system in between such buying and selling systems shall purchase and resell such water in order for the water to reach the end purchaser. The parties shall negotiate in a separate agreement the price and quantity for such a sale, and the parties recognize that it may be appropriate for the water system that will serve as a pass-through to charge a mark-up on the purchase price to protect that party against the cost of water loss which inevitably occurs in operating water systems.

6.7 If a party's water system is serving as a pass-through system for the purchase of water by another party, the intermediate party shall not refuse to participate in the transaction due to an unpaid invoice due to it from the seller. For example, if Polk seeks to purchase water from the Town of Tryon, Columbus shall not refuse to purchase such water from Tryon or to resell it to Polk due to the status of Tryon's account with Columbus.

7. Water Quality – Treatment, Monitoring and Reporting.

7.1 The seller party shall treat the water being sold to the buyer party so that it meets or exceeds all applicable drinking water standards at the point where the water exits the seller's system. The buyer party shall be responsible for securing and complying with all necessary Federal and State approvals and shall comply with all applicable Federal and State regulations, laws, orders, statutes, ordinances, codes, and rules relating to the sale and public use of the water supplied and sold by the selling party after it leaves the seller's system.

7.2 Each party agrees to notify the other party as soon as possible of all emergencies and other conditions which may directly or indirectly affect the quantity or quality of the treated water delivered passing through the system.

8. Water Use Restrictions. During any time that a party has water use restrictions in effect and is supplying water as seller to the other party as buyer pursuant to this Agreement, the seller may request that the buyer impose water use restrictions at least equal to those being imposed by the seller. If the buyer does not comply with such request, the seller may withhold some or all of the amount requested until such restrictions are placed into effect. The water use restrictions referred to in this section include year-round water conservation measures as well as voluntary or mandatory water use restrictions implemented during a water shortage.

9. Miscellaneous

9.1 The provisions of this Agreement may be modified or altered by mutual agreement of the parties hereto, but the same shall be of no force and effect until they shall have been reduced to writing in form complementary to the contents of this Agreement.

9.2 This Agreement is intended for the benefit of the parties and not any other person or entity.

9.3 Unless otherwise stated in this Agreement, all notices referred to in this Agreement shall be in writing and shall be given either by personal delivery, email, fax, or certified United States mail, return receipt requested, addressed as follows:

To Columbus:

Town Manager

Town of Columbus

P.O. Box 146

Columbus, North Carolina 28722

The fax number is (828) 894-2797

If the sender uses email, the sender is responsible for ascertaining the name and email address of the then-current manager. At the time of the making of this Agreement, email to the manager is to be addressed to manager@columbusnc.com or alternate robert@columbusnc.com.

To Polk:
County Manager
Polk County
P.O. Box 308
Columbus, NC 28722

The fax number is (828) 894-2263

If the sender uses email, the sender is responsible for ascertaining the name and email address of the then-current manager. At the time of the making of this Agreement, email to the manager is to be addressed to rwhitson@polknc.org.

A change of address, fax number, or person to receive notice may be made by a party by notice given to the other parties. A notice shall be deemed given at the time of actual delivery, if it is personally delivered or sent by email or fax, unless the sender's email system or fax indicates that the email or fax was not received. If the notice is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which it is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

9.4 This Agreement is subject to such rules, regulations or laws as may be applicable to similar arrangements in the State of North Carolina, and the parties hereto will collaborate in obtaining such permits, certificates and the like as may be required to comply herewith.

IN WITNESS WHEREOF, the parties, by authority duly given, have caused this instrument to be executed by their duly authorized officers effective as of the day and year first above written.

ATTEST:

Donna Butler, Town Clerk

ATTEST:

Beth Fehrmann, Clerk to the Board

TOWN OF COLUMBUS

By: _____

Eric McIntyre, Mayor

POLK COUNTY

By: _____

Ray Gasperson,
Chairman, Board of Commissioners

STATE OF SOUTH CAROLINA) **AMENDMENT TO AGREEMENT TO CONSTRUCT**
) **WATER TRANSMISSION LINE AND PROVIDE**
COUNTY OF SPARTANBURG) **FOR THE SALE OF FINISHED WATER**

WHEREAS, an Agreement to Construct a Water Transmission Line and Provide for the Sale of Finished Water was executed on July 7, 2008 ("Agreement") by and between Broad River Water Authority ("BRWA"), County of Polk, N. C. ("Polk") and Inman-Campobello Water District ("ICWD"); and

WHEREAS, ICWD constructed the water transmission line ("line") across Polk which allows ICWD access to finished water sold by BRWA as contemplated by the Agreement; and

WHEREAS, Polk has the ability to serve, as it deems appropriate, the citizens and residents of Polk from the line, and

WHEREAS, Polk and ICWD agreed that ICWD will operate and maintain all of the transmission line lying within Polk ("Polk County Line") and any distribution lines running therefrom, for a period of five (5) years from the Connect Date which was December 31, 2008, and

WHEREAS, Polk and ICWD have agreed to amend the Agreement to allow ICWD to operate and maintain all of the Polk County Line and any distribution lines running therefrom for an additional eight (8) years for a total period of thirteen (13) years from the Connect Date.

NOW, THEREFORE, in consideration of this mutual written agreement of Polk and ICWD, the Agreement for the Operation and Maintenance of the Polk County Line is hereby revised to modify paragraph 6 in its entirety as follows:

6. Polk and ICWD Agreement for Operation and Maintenance of the Polk County Line; Thirteen (13) Year Term.

6.1 As a part of the consideration of this agreement, Polk and ICWD have agreed that ICWD will operate and maintain all of the Polk County Line, and any distribution lines running therefrom, for a period of thirteen (13) years from the Commencement Date of December 31, 2008.

6.2 During the thirteen (13) year term of this operation and maintenance agreement, ICWD will collect and retain all fees for sales of water and tap fees on the Polk County Line and on any distribution lines running therefrom. All charges for tap fees and sale of water during such thirteen (13) year term are set forth in Exhibit D of the Agreement (which charges may increase at the rate of three percent (3%) per annum during such thirteen (13) year term).

6.3 Polk will be solely responsible for the design and construction of any distribution lines connected to the Polk County Line. The plans and specifications for any such distribution lines will be submitted to ICWD for review and comment. ICWD shall have no right to construct distribution lines within Polk County except with the written consent of Polk.

6.4 The thirteen (13) year term of this operation and maintenance agreement may be extended by mutual written agreement of Polk and ICWD.

Except as modified herein, all terms and conditions in the Agreement remain unchanged and in full effect.

In Witness Whereof, the parties hereto have executed this Amendment, by authority duly given as of the last day hereof.

Signatures on next page

COUNTY OF POLK

BY: _____

TITLE: _____

DATE: _____

INMAN-CAMPOBELLO WATER DISTRICT

BY: Jerry A. Walker

TITLE: General Manager

DATE: 1-27-2012

Broad River Water Authority acknowledges and hereby consents to the Amendment contained herein.

BROAD RIVER WATER AUTHORITY

BY: David Huerter

TITLE: Manager

DATE: 1-27-2012



4. *Transportation System*

Transportation and the NCDOT Transportation Improvements Program (TIP) is discussed on page IV-1. Table 10, page IV-2, includes proposed highway improvements and assistance to public transportation needs. The TIP will be updated through the planning period and should be closely coordinated with this plan.

5. *Water System*

Future Water System. The future county water system (see Map 23, Future Water System) is designed to serve critical facilities and higher density planned developments within the county which are not currently served by a public water distribution system. It is anticipated that the system will develop slowly. Extending the county's distribution to critical facilities such as schools, fire departments, churches, health care, and commercial facilities will ensure a reliable, high quality water source for these facilities and will eliminate the burden of maintaining individual public community well systems for each of the facilities.

Generally it is not feasible to extend water distribution facilities to low density areas due to economic (insufficient number of users to support cost) and water quality considerations. The future system will also serve public water to the residences along the proposed alignment, discussed below in the phasing section. There are 1,568 total parcels within one thousand feet of the proposed alignment – 967 of those parcels are estimated to be occupied.

The expanded water system also takes into consideration fire protection preparedness, and will provide reliable fire flow to critical facilities as well as to properties along the system with lesser water demand. The Insurance Service Organization (ISO) provides fire protection preparedness ratings for communities, which, in turn, are used to determine insurance rates for communities. The rating, based upon multiple criteria, includes the availability of fire flows to an area. Increasing the availability of fire flows has a positive effect on the ISO rating for an area.

The proposed future system will provide a water infrastructure system that can supply water to planned higher density developments (single-family, commercial and institutional) and serve future county water needs. The proposed system will also supply water to five of the seven identified anticipated core growth areas – the remaining two anticipated core growth areas are located in elevations above 1200 feet. As previously discussed, it is not typically feasible to extend a water distribution system to lower density areas, but it is desirable to extend the system to high density developments and scattered single-family/commercial areas which are reasonably close to the system. Expansion of the system to higher density development provides a dependable, high quality water supply along with fire flow for these areas. Service to these higher density areas will allow service to scattered lower density areas adjacent to the primary system.



Map 23 Future Water System 3/15/2010

Henderson County, NC

Rutherford County, NC

Greenville County, SC

Spartanburg County, SC

43



HCP
Holland Consulting Planners, LLC

Legend

Critical Facilities

- Other Community Facilities/Services
- Fire/Police/Rescue
- School
- Future Pump Station
- Future Tank
- Future Water Treatment Plant

Water Mains

Phase

- Existing
- Under Construction
- Future Phase 1
- Future Phase 2
- Future Phase 3
- Future for Development

Anticipated Core Growth Areas
Pressure Zone Limit > 1200 ft

*See Map 6 for
Other Community Facilities

Future Development

Future Phase 3

Future Phase 2

Future Booster
Pump Station

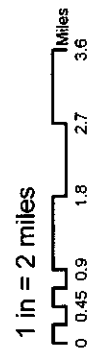
Future Phase 1

Future
Storage Tank

Completed

Future Development

Under Construction





The proposed system will also serve as secondary supply for the municipal systems within the county through an interconnect with the Columbus water system. A project to construct a new pump station which will allow bi-directional water transfers between Columbus and Tryon is currently underway. Additionally, a project to allow bi-directional water transfers between Tryon and Saluda is also currently underway. Once these two projects are complete, the three municipalities will be capable of transferring water to each other. Once the interconnection is made between the future county water system and the Columbus system, the county water system will be capable of providing water to any of the three municipalities, and conversely, any of the three municipalities will be capable of providing water to the county system. This interconnectivity provides flexibility and an auxiliary supply for all the water systems in the county. These interconnections will also allow water to be provided from multiple sources including ground water from Columbus, surface water from Tryon, surface water from Hendersonville, and surface water from the Broad River Water Authority. A planned future water treatment facility at Lake Adger will provide an additional supply source within Polk County.

Water Supply Sources. Currently, the existing county water distribution system is supplied from the Broad River Water Authority (BRWA). The current contract with BRWA allocates an average monthly flow of up to 0.50 Million Gallons per Day (MGD), which will increase to 0.60 MGD within the next two years. This initial supply allocation will not be sufficient to supply the future county

backbone water system. The BRWA supply will also not be sufficient to meet possible demands from interconnections with the municipal water systems, possible future industrial, commercial or institutional demands, or demands generated as the backbone system is extended to additional critical facilities and higher density developments. In order to meet the future water demands for the county system, additional water supplies must be developed.

The county has water rights to Lake Adger under contract, and has begun preliminary engineering in support of the lengthy permitting process for a new Lake Adger raw water pump station and water treatment plant. The current Preliminary Engineering Report proposes a new raw water pump station, raw water main, and water treatment plant, all with a capacity of 2.0 MGD. The report estimates the cost of these facilities is \$7.8 million. Utilizing Lake Adger as a future water source is beneficial for several reasons. The lake is relatively close to the future water system and the areas served by the system. This significantly reduces the pipeline length and pumping costs to convey water from the source to the service area. The lake also has the advantage of being a storage reservoir for water, which allows for better drought resistance and generally better water quality. The Lake Adger water supply facilities would also have the benefit of being under the direct control of the county. For these reason, utilizing Lake Adger as a future water supply is a better long term alternative than utilizing imported water sources from other counties or from the municipal systems within their county.

**Phasing of Future Water System.**

Phasing for the future water system is presented to give a logical order and extent to each phase for expanding the system. The schedule for implementation of each phase will be dependent upon several factors, including available funding, need to replace existing well systems serving critical facilities, the need for circulation in the existing distribution system to lessen possible water quality issues, and the need for a sufficient number of users to support the cost of the system. At the planning stage it is difficult to estimate actual costs for future infrastructure. Having a sense of scale for the costs is needed in order to make good planning decisions. The estimated costs are included below in the discussion of each phase.

Phase I. Phase One of the proposed system includes extending the existing system at the intersection of Highway 9 and Sandy Plains Road and continuing north along Highway 9 to Polk Central Elementary School. This phase will include approximately 4.2 miles of 12-inch water main. The phase would serve the Polk Central Elementary School, the Highway 9/US 74 growth area, and possibly serve the area surrounding the Beulah Church vicinity, and parcels along the alignment. This portion of the system will serve areas with an elevation up to 1,160 feet. The estimated cost for Phase One of the system is \$1.8 million based on general estimating factors.

Phase II. Phase Two of the future system extends from the Phase One system at Polk Central Elementary School north along Highway 9 to the Mill Spring Area. From that point the system extends to the southwest along Highway 108 in order to meet the interconnect with the

Columbus water system. This phase also includes an additional water main extending northwest along Silver Creek Road to a proposed storage tank. The proposed storage tank will reduce pump-induced fluctuations in pressure. The tank will also provide storage for fire and emergency demands. The phase includes a booster pump station located near the Polk Central Elementary School, which will serve areas with elevations up to 1,208 feet. The service area of 1200 feet of elevation or less is depicted on Map 23, Future Water System. Phase Two includes approximately 6.6 miles of 12-inch water mains and 0.54 miles of 10-inch main. Phase II of the system is estimated to cost \$3.9 million based on general estimating factors.

Phase Two will serve the Polk County Middle School, the Mill Spring Fire Department, the Cooper-Riis Facility, the Tryon/Columbus/Mill Spring Growth Area, Columbus interconnect, and a secondary supply for the Polk County High School. The Phase Two system will also possibly serve the areas surrounding Bethlehem Methodist Church and Stoney Knoll Church, along with residences and businesses along the alignments.

Phase III. Phase Three of the future system extends north along Highway 9 from the Phase Two system at Mill Spring area to the Sunny View Area. Phase Three will serve the Sunny View Elementary School, the Sunny View Fire Department, the Lake Adger Growth Area, and existing commercial development in the Sunny View Area. The phase will also possibly serve the areas in the vicinity of Faith Baptist Church of Polk, and residences along the alignment. Phase Three is adjacent to the proposed site for the Lake Adger water treatment facility.



The phase includes 5.8 miles of 10-inch water main. Phase III of the system is estimated to cost \$2.2 million based on general estimating factors.

Sources of Funding. There are several possible sources for funding of the future water infrastructure. Possible federal programs for funding are the USDA Rural Development Loan Program, the Economic Development Administration, and the Appalachian Regional Commission. Possible state funding sources include the Community Development Block Grant Program, the Clean Water State Revolving Loan Fund and the Rural Economic Development Center. Note: The current economy dictates constantly changing funding options.

Expansion for Further Future Needs. The future system includes several lateral water main extensions to provide water to planned development. These expansions will require the respective phase of the future system to be completed and will be driven by progress on each planned development. The system will only be extended to developments (residential and non-residential) having densities sufficient to support cost of the system.

As previously discussed, the proposed system will serve as a "backbone" for possible future expansion of the water system. Expansion of the system will occur by providing lateral extensions, generally to the east and the west, from the original alignment. These lateral extensions should, whenever feasible, be looped back to the backbone system. Looping of the system will provide a secondary source of flow, increased capacity, and an increased service area.

The looping will also provide circulation for the system, thereby reducing water quality issues. The system will be capable of serving the eastern, non-mountainous portions of the county. Western, mountainous regions of the county can be served from this system through interconnect with the Columbus system and the interconnects between the municipal water systems.

6. Agricultural/Natural Resource Facilities

In 2009, the Polk County Soil and Water Conservation District received, by donation, the Mill Spring School. The school will be transformed into the Polk County Agriculture Center. The vision for this center will be to enhance community spirit and quality of life by working with farmers, businesses, and individuals, as well as, state and federal agencies to promote the sustainable economic growth and rural character of Polk County through collaborative projects and innovation in fields of agriculture, natural resources, education, tourism, health and wellness, art, and music. The initial phase will establish general operations by repairing, painting, and providing basic maintenance to the facility (while seeking funding). The second phase of renovations will include: updating equipment, remodeling, installing supplemental green power, greenhouses, gardens, elevators, and a banquet hall for conferences and large events. Future projects include: Soil and Water Conservation programs; commercial culinary center; agricultural economic development projects; outdoor education; art studio and gallery; auditorium with seating for 500; and green power projects. The center will support Polk's agricultural economy, as well as arts, tourism, health and wellness education.

**E. POLK PROJECTIONS/FUTURE DEMAND SUMMARY**

- Polk County's population is forecast to increase to 20,960 by 2020, a 14.4% increase from the 2000 population.
- Polk County's population growth rate is decreasing.
- By 2020, there is an anticipated demand for 9,527 dwelling units.
- An inventory of over 6,000 vacant subdivision parcels may exist.
- A shortage of affordable housing may continue to exist
- The development of the County's water system may progress slowly and focus on the provision of water service to the County's critical facilities.
- The acquisition of Lake Adger provides the County with a stable adequate long-range water supply.
- Global and national economic problems will continue to challenge Polk County. However, Polk County's resources and regional advantage should continue to support a generally stable local economy.
- Polk County will continue to provide community facilities to adequately serve the needs of its citizens.

- 10/28/12 int. saved - \$26,588
 - Pre-Pymt fee w/p. \$567
 - Future interest savings lost - \$102

Polk County Government
 B&T \$1.7M Loan Payoff Analysis

Cost to Payoff at 04/28/12 (FY12)	\$ 1,360,000
Principal Payment	
Interest Payment	13,600
Prepayment Fee	
Total Due	\$ 1,373,600
Future Interest	2,443
Total Cost	\$ 1,376,043

Scheduled Remaining Payments

	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	Total
Principal Due	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 113,333	\$ 1,360,000
Interest Due	52,068	47,637	43,206	38,774	34,343	29,912	25,480	21,049	16,618	12,186	7,755	3,324	332,350
Total	\$ 165,402	\$ 160,970	\$ 156,539	\$ 152,108	\$ 147,676	\$ 143,245	\$ 138,814	\$ 134,382	\$ 129,951	\$ 125,520	\$ 121,088	\$ 116,657	\$ 1,692,350
Annual Interest Earned (based on current rate)	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	\$ 204	2,443

Total Cost to payoff	\$ 1,376,042.54
Cost until FY24	1,692,349.83
Savings	\$ (316,307.29)

Polk County Local Government
Fund Balance Available for Appropriation (with FY 12 projection)

	2012 Est	2011 Audit	2010 Audit	2009 Audit
Total fund balance	\$ 7,944,660	\$ 7,944,660	\$ 7,786,035	\$ 7,054,492
Less:				
Reserve by State statute	1,137,887	1,137,887	727,136	858,440
Committed	834,465	682,465		
Reserve for encumbrances	-	79,820	-	88,819
<i>Fund Balance-Payoff \$1.7M,\$675k WL; Amb</i>	<u>2,128,420</u>			<u>-</u>
Fund balance available for appropriation	<u>\$ 4,678,353</u>	<u>\$ 6,044,488</u>	<u>\$ 7,058,899</u>	<u>\$ 6,107,233</u>
Total Expenditures and transfers out	<u>\$ 22,925,595</u>	<u>\$ 22,291,869</u>	<u>\$ 20,839,179</u>	<u>\$ 24,377,085</u>
Fund balance as a percentage of expenditures	20.4%	27.1%	33.9%	25.1%



North Carolina Department of Environment and Natural Resources
Division of Land Resources
North Carolina Geodetic Survey

Beverly Eaves Perdue
Governor

Dee A. Freeman
Secretary

James D. Simons, P.G., P.E.
Director and State Geologist

25 January 2012

Ryan Whitson, County Manager
40 Courthouse St
PO Box 308
Columbus, NC 28722

Dear Mr. Whitson:

North Carolina and South Carolina created the NC-SC Joint Boundary Commission to re-establish the original and official boundary between our two states. As you are aware, there has been much jurisdictional confusion across our common boundary due to the uncertainty of the boundary's precise location, which was established in sections by a series of surveys between 1735 and 1815, because the boundary surveyors did not permanently mark the boundary with stone or cement monuments, but instead marked the boundary by simply chopping hack marks into trees. Consequently, the boundary became more and more ambiguous as these "boundary trees" disappeared, because neither state maintained the boundary's location with permanent monuments.

The commission, which is administered by the NC Geodetic Survey (NCGS) and the SC Geodetic Survey (SCGS), has been charged with the task of locating the original boundary points. Both states are committed to accurately determining the original location of the boundary; marking it with permanent monuments so that this confusion will not continue into the future; and minimizing impact on the affected residents, property owners, businesses, and county governments.

The commission has approved the technical work re-establishing the following (please peruse the enclosed boundary map):

- "Old North Corner" to "Block House" boundary section, which was originally surveyed in 1772
- "Old North Corner" to the Catawba Indian Reservation boundary subsection, which was resurveyed and changed in 1813

Before the commission will send its boundary survey recommendations to NC and SC state officials for their review and adoption (NC General Statute 141-5), the commission would like to determine how the affected property owners, residents, and businesses would be impacted if their property, residence, or business were deemed to be across the line (i.e. in North Carolina instead of in South Carolina or vice versa). Thus, the commission sent letters to these people seeking their views and is compiling their responses so that state officials will be able to address those issues in an effort to minimize the impact of the re-established boundary.

In addition to recognizing that there would be issues at the property level, the commission also recognized that there would be issues at the county government level. Consequently, we are seeking input from county officials and will hold a meeting regarding the re-establishment of the NC-SC boundary section between "Old North Corner" and "Block House" for county officials of the affected counties at 1:00 pm on Tuesday, 14 February 2012, at the following location (please refer to the enclosed road map or visit: <http://yorktech.edu/ce/directions.php>):

Bowater Room of the Baxter Hood Center
York Technical College
452 S Anderson Rd
Rock Hill, SC 29730

We would request each county to send one or two representatives to this meeting. Thank you for your consideration.

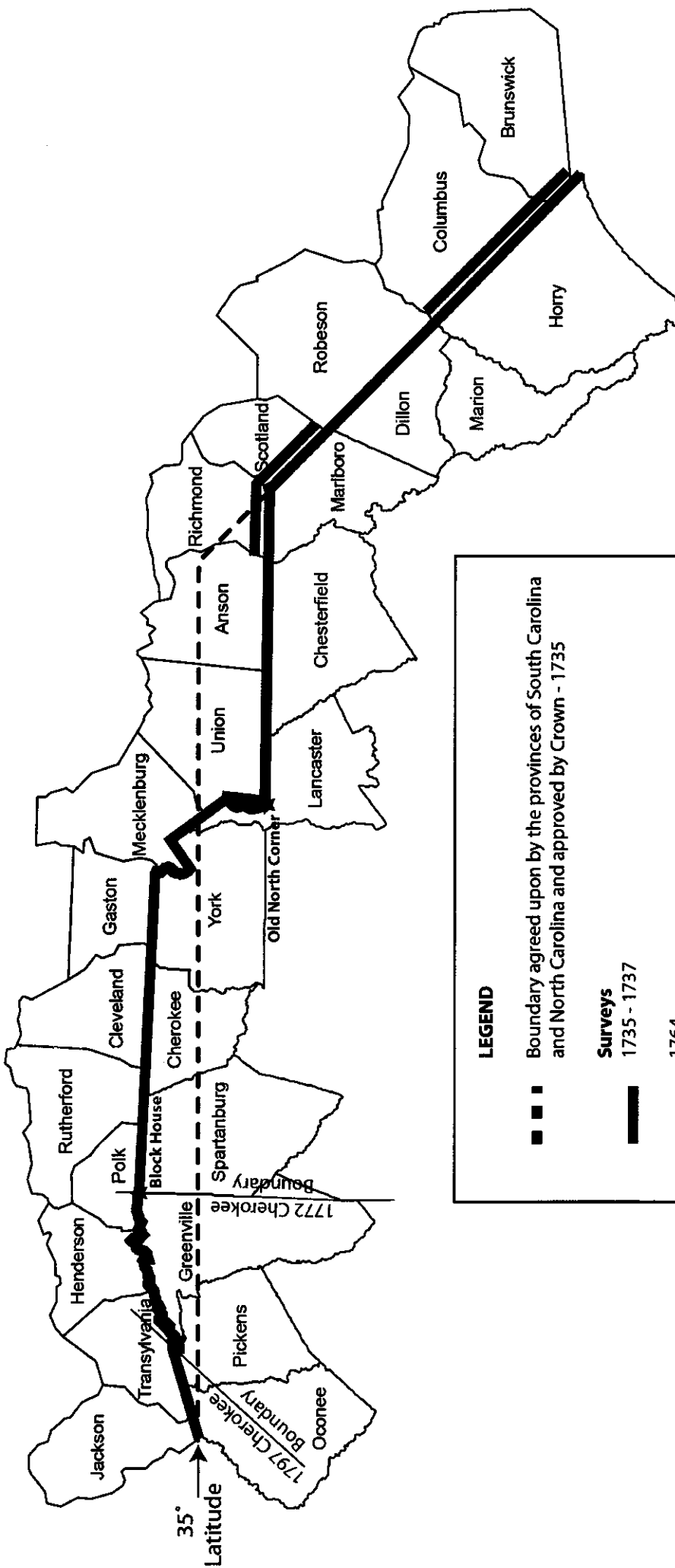
Cordially,

Gary W. Thompson
Co-chair, NC-SC Joint Boundary Commission

Mailing address:
20323 Mail Service Center
Raleigh, NC 27699-0323

<http://portal.ncdenr.org/web/lr/geodetic>
Tele: (919) 733-3836 • Fax: (919) 733-4407
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Office location:
512 N. Salisbury St., Ste. 425
Raleigh, NC 27604-1170



LEGEND

- ■ ■ Boundary agreed upon by the provinces of South Carolina and North Carolina and approved by Crown - 1735
- Surveys**
 - 1735 - 1737
 - 1764
 - 1772
 - 1813
 - 1815
 - 1905
 - 1928

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Beth Fehrmann
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Assistant to County Manager



Ray D. Gasperson
Chair
Renée McDermott
Vice-Chair
Ted B. Owens
Commissioner
Tom E. Pack
Commissioner
Cindy Walker
Commissioner

GOVERNMENT

APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD(S)

Name: ANNIE BAER

Date: January 4, 2012

Address: _____

Phone (H): _____

Email: _____

Phone (W): _____

NOTE: All applicants must be residents of Polk County, unless statutory requirements state otherwise, and must not be delinquent on their taxes.

BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 3 - Lowest)

1. Polk Appearance Commission
2. _____
3. _____

QUALIFICATIONS

Work Experience: Health care field, Sales & Marketing

Educational Background: College

Civic & Community Service (Indicate if within Polk County): Volunteer with playing piano in Senior Centres (Canada), Preparing meals for homeless, Flaggging for events

Special Interests/Other: Gardening, Archatetud decorating

How would the board(s) benefit by having you as a member? Innovative, Hard-worker, Team spirit

References (Name, Address, Phone #):

1. Beth + Tim Thomas - 828-859-9178

2. Carol + Bob Meeske - 864-457-4419

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Cindy Walker
Commissioner



APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD(S)

Name: Cathy Bretzman Date: 1-9-2012
Address: _____ Phone (H): _____
Phone (W): _____
Email: _____

NOTE: All applicants must be residents of Polk County, unless statutory requirements state otherwise, and must not be delinquent on their taxes.

BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 3 - Lowest)

- Appearance Commission
- _____
- _____

QUALIFICATIONS

Work Experience: 14 yrs. - Interior Designer

Educational Background: Murray State U., Murray, Kentucky - BFA - Fine Art Assoc Degree - Interior Design

Civic & Community Service (Indicate if within Polk County): PTA President - Reno, NV, Suffern Junior Woman's Club, Suffern, NY, Young Astronauts -

Special Interests/Other: Historic Preservation & Landscaping taught in Reno, NV

How would the board(s) benefit by having you as a member? Having a major interesting Preservation & Restoration, as well as wanting to be an active resident of Polk City.

References (Name, Address, Phone #):

- Joe Cooper - 93 Dogwood Ct, Tryon - 828-894-8962
- Mary Pribleau - Tryon House Apparel - 86 N. Trade St. Tryon, 28782 - 828-859-9962

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GOVERNMENT

APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD(S)

Name: ERNIE KAN

Date: 1-18-12

Address: _____

Phone (H): _____

Phone (C): _____

Email _____

Phone (X): _____

NOTE: All applicants must be residents of Polk County, unless statutory requirements state otherwise, and must not be delinquent on their taxes.

BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 3 - Lowest)

1. APPEARANCE COMMITTEE
2. _____
3. _____

QUALIFICATIONS

Work Experience: TOWN COUNCIL (COLUMBUS) / EXECUTIVE DIRECTOR OF RE-EXPRESSIONS (RECYCLING NONPROFIT)

Educational Background: 3 1/2 YRS COLLEGE - NC STATE - RALEIGH NC

Civic & Community Service (Indicate if within Polk County): COLUMBUS TOWN COUNCIL ATTEND BOTH BOARDS FOR AT LEAST 1 YEAR WITH NO VOTE

Special Interests/Other: _____

How would the board(s) benefit by having you as a member? REPRESENT COLUMBUS

References (Name, Address, Phone #):

1. COLUMBUS TOWN COUNCIL WOULD LIKE TO HAVE A REP. FROM THE TOWN
PO Box 146 COLUMBUS NC 28722
2. JON KANIPE - TOWN MANAGER
PO Box 146 COLUMBUS NC 28722

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Cindy Walker
Commissioner

APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD(S)

Name: Christy Beddingfield Date: 01/09/2012
Address: _____ Phone (H): _____
_____ Phone (W): _____
Email: C. Beddingfield@polknc.gov

NOTE: All applicants must be residents of Polk County, unless statutory requirements state otherwise, and must not be delinquent on their taxes.

BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 3 - Lowest)

1. Council on Aging
2. _____
3. _____

QUALIFICATIONS

Work Experience: Polk Life Care
worked for Rutherford Life Services for over 14 years
Educational Background: BS in Human Services

Civic & Community Service (Indicate if within Polk County): Safe Kids, Inc.
member of Mt. View Baptist Church
Special Interests/Other: _____

How would the board(s) benefit by having you as a member? have worked with elderly participants for over 14 years, knowledgeable of resources available to elderly/aging population.
References (Name, Address, Phone #):

1. Pam Doty 828-894-0001
75 Carmel Dr. Columbus, NC 28722
2. Beth Fehrmann 828-894-3301
40 Courthouse St. Columbus, NC 28722



APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD

Name: David Slater

Date: 10/26/05

Address: 1111 1st St
Polk NC

Phone (H): _____

Phone (W): _____

BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 5 - Lowest)

1. FARM LAND Preservation
2. _____
3. _____
4. _____
5. _____

QUALIFICATIONS

Work Experience: SLATER TURF FARM

Educational Background: MS NCSU

Civic & Community Service: POLK COUNTY COMMUNITY FOUNDATION

Special Interests/Other: _____

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GOVERNMENT

APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD(S)

"Barie" Baker (Tryon social name)

Name: Elsbeth B. Anderson (legal name) Date: January 31, 2012

Address: 153 Marion St.

Phone (H): _____

Phone (W): _____

Email _____

NOTE: All applicants must be residents of Polk County, unless statutory requirements state otherwise, and must not be delinquent on their taxes.

BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 3 - Lowest)

1. Polk County Library Board
2. _____
3. _____

QUALIFICATIONS

Work Experience: Girl Scout local and national executive staff member.

AT&T strategic & market planner. Adjunct faculty USC & Greenville Tech.

Educational Background: Renton H.S., Renton, WA; Vassar College, Poughkeepsie, NY;
Univ. of Puget Sound, Tacoma, WA B.A. Vanderbilt Univ. MBA.

Civic & Community Service (Indicate if within Polk County): Officer World Foundation for
Girl Guides & Girl Scouts; G.S. & Urban League Board member; G.S. national vol. trainer.
President Tryon Area AAUW; founder & chairman of veterans & candidate forum

Special Interests/Other: Career Counseling; English Sellers; conservation; gardening

How would the board(s) benefit by having you as a member? I think my successful
experience with previous boards and my management, financial, and outreach
experience would be a benefit to the library.

References (Name, Address, Phone #):

1. Ann M. Wilkins P.O. Box 713, Landrum, SC 29356 864-457-5091
2. Nancy McPherson P.O. Box 447, Tryon, NC 28782 828-859-9869
3. Sallie Page 135 Howard Gap Rd., Tryon, NC 28782 828-859-9549

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Commissioner



APPLICATION FOR APPOINTMENT TO VOLUNTEER BOARD(S)

Name: Marcella Mack
Address: _____

Email _____

Date: 01/30/12
Phone (H): _____
Phone (W): _____

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BOARD(S) APPLIED FOR IN ORDER OF PRIORITY (1 - Highest; 3 - Lowest)

- 1. _____
- 2. Juvenile Crime Prevention Council
- 3. _____

QUALIFICATIONS

Work Experience: office manager, bookkeeper
in Vermont for real estate attorneys

Educational Background: college degree in psychology
and education

Civic & Community Service (Indicate if within Polk County): St Luke's Hospital
Volunteer, Hospice Barn volunteer

Special Interests/Other: duplicate bridge

How would the board(s) benefit by having you as a member? have been on library
boards in Vermont; was a guardian ad litem in Vermont

References (Name, Address, Phone #):

- 1. Gayle Cook, St Luke's Hospital Volunteer
Coordinator, 894-0895 x3350
- 2. Tracey Brannon, Volunteer Coordinator
Hospice Thrift Barn (864) 457-7348