

Regular Session April 1 2013 9:30 a.m.
Catawba County Board of Commissioners

Emergency Services

Appropriation of Grant funds for development of Regional Multi-Jurisdictional Hazard Mitigation Plan 756 04/01/13

Newton Conover Schools

Transfer of school project funds 756 04/01/13

Partners Behavioral Health Management

Revision of Composition of Board of Directors 755 04/01/13

Presentations

Badge and Sidearm to Retired Deputy Lynn Baker 754 04/01/13

Proclamations

Public Health Month 755 04/01/13

Resolutions

Support for Revision of the Composition of the Partners Behavioral Health Management Board of Directors 755 04/01/13

Utilities and Engineering

Exemption of engineering fees and approval of CDM Smith contract 757 04/01/13

Agreements with Cities of Conover and Hickory and Town of Long View for Disposal Of Household and Commercial Waste 761 04/01/13

The Catawba County Board of Commissioners met in regular session on Monday April 1 2013 at 9:30 a.m. in the Robert E. Hibbitts Meeting Room of the 1924 Courthouse 30 North College Avenue Newton North Carolina

Present were Chair Katherine W. Barnes Vice Chair Barbara G. Beatty and Commissioners Dan A. Hunsucker Lynn M. Lail and Randy Isenhower

Also present were County Manager J. Thomas Lundy Assistant County Manager Mary Furtado Assistant County Attorney Jodie Stewart and County Clerk Barbara Morris Assistant County Manager Dewey Harris and County Attorney Debra Bechtel were absent

- 1 Chair Katherine W. Barnes called the meeting to order at 9:30 a.m.
- 2 Chair Barnes led the Pledge of Allegiance to the Flag
- 3 Vice Chair Barbara G. Beatty offered the invocation
- 4 Commissioner Dan Hunsucker made a motion to approve the minutes of the Board's Regular Meeting of March 18 2013. The motion carried unanimously.
- 5 Recognition of Special Guests: Chair Barnes welcomed Partners Behavioral Health Management Chief Executive Officer Rhett Melton and all members of Retired Sheriff's Deputy Lynn Baker present for the presentation of his badge and firearm.
- 6 Public Comments for Items Not on the Agenda: None
- 7 Presentations
 - a All the Commissioners and Sheriff Coy Reid joined Chair Barnes at the podium to honor Sheriff's Deputy Lynn Baker who retired effective March 1 2013 after over thirty years with the Catawba County Sheriff's

Office Under North Carolina General Statute 20-187.2 the Board declared as surplus the service sash and badge of Deputy Baker by a motion made by Commissioner Lynn Lail and unanimously carried and presented those items to him. Retired Deputy Baker thanked the Board and Sheriff and his family joined him at the podium for this honor.

b. Commissioner Hunsucker presented Community Outreach Manager Amy McCauley with a proclamation declaring April as Public Health Month to recognize 133 years of public health service to the residents of North Carolina and the efforts of public health departments to control and eliminate infectious disease, improve environmental sanitation and promote healthy lifestyle practices which have resulted in improved health status and increased life expectancy for North Carolina residents.

c. Behavioral Health Management Chief Executive Officer Rhett Melton presented a request for the Board to adopt a resolution supporting and approving the modifications made to the governance structure of the Partners Behavioral Health Management Board of Directors to comply with changes required by North Carolina General Statutes with regard to the requisite backgrounds and qualifications of its members. Partners Behavioral Health Management oversees the publicly funded behavioral health service system for residents of Catawba and seven other regional counties. Commissioner Randy Lisenhower made a motion to adopt the resolution supporting and approving the modifications made to the governance structure of the Partners Behavioral Health Management Board of Directors. The motion carried unanimously. The following resolution applies.

RESOLUTION NO. 2013

Support for Revision of the Composition of the Partners Behavioral Health Management Board of Directors

WHEREAS Partners Behavioral Health Management (Partners BHM) was established by joint agreement between the Boards of Commissioners of Burke, Catawba, Cleveland, Gaston, Iredell, Lincoln, Surry and Yadkin Counties on July 1, 2012 by merging the former Mental Health Partners, Crossroads Behavioral Healthcare and Pathways LME Area Authorities and

WHEREAS the Board of Directors for Partners BHM was established at the time of the merger to be a 26 member board distributed proportionately according to the population of each individual county as a percentage of the combined merged population and

WHEREAS North Carolina Session Law 2012-151 (Senate Bill 191) codified as North Carolina General Statute 122C-118.1 enacted new requirements for Area Authority boards in both size and composition of members and requires Area Authorities to be in full compliance with the new requirements no later than October 1, 2013 and

WHEREAS the Board of Directors for Partners BHM has thoroughly discussed and explored various options to come into compliance with the statute and to maintain fidelity to the will of the Boards of Commissioners expressed at the time of the merger and

WHEREAS Partners BHM's Board of Directors has modified its bylaws to maintain an equitable distribution of members among the eight counties that comprise the organization and

WHEREAS Partners BHM requests that the modifications to the governance structure be supported by the respective Boards of County Commissioners

THEREFORE be it resolved that the Catawba County Board of Commissioners supports and approves the modifications made to the governance structure of Partners BHM that is in compliance with North Carolina General Statute 122C-118.1 and will work collaboratively with the Partners BHM Board of Directors to appoint the members with the requisite backgrounds and qualifications to maintain compliance with state statutes

This the 1st day of April, 2013

8 Appointments: None

9 Consent Agenda

County Manager J. Thomas Lundy presented the following three items on the consent agenda

a A request for the Board to approve the supplemental appropriation of \$75 000 to fund the development of a Regional Multi Jurisdictional Hazard Mitigation Plan Catawba County and each municipality in the County along with Alexander Caldwell and Burke Counties and their municipalities will participate in a regional multi jurisdictional hazard mitigation planning effort The proposed plan will help prevent lives homes and businesses from being damaged by a disaster and help the County return to normal following a disaster The State of North Carolina has been awarded federal Department of Homeland Security Pre Disaster Mitigation grants to fund development of the plan for the four counties a total of \$100 000 with a 75%/25% cost share It is anticipated that the entire county/city cost share will be covered through staff time and other in kind services and materials from all four counties and municipalities

This is the second request from Emergency Services before the formal planning process begins In October 2012 the Board approved a resolution to designate Catawba County as the primary and secondary agents for the grant Completion and approval of the plan is expected by September 2014 and will contain data and mitigation strategies related to all four counties and their municipalities

Hazard mitigation actions are taken to reduce or eliminate the long term risk to life and property from a variety of hazards Under 44 CFR 201 6 local governments must have a current FEMA approved mitigation plan to apply for and receive money from specific assistance programs that address pre and post disaster mitigation projects planning flood assistance and repetitive loss buy outs The following supplemental appropriations apply

Appropriation Increase

Revenue	Expense
110 260050 620155 \$75 000	110 260050 849093 \$75 000

b A request for the Board to approve a request from Newton Conover City Schools to transfer \$85 000 from the New Newton Conover Middle School project to the Newton Conover Middle Conversion to Elementary project Funds were allocated over a three year period totaling \$1 826 806 and \$166 755 50 was transferred from other completed projects earlier this year to convert the old Newton Conover Middle School to an elementary school The school system has since encountered additional unexpected costs on this project totaling \$85 000 as follows ductwork in the 8th grade building was found disconnected to diffusers and required additional fabrication and assembly at a cost of \$28 500 computer wiring in the building was determined to be outdated and unable to support power over Ethernet and had to be replaced at a cost of \$9 600 creation of a pre K room in the former vocational room at a cost of \$17 000 for casework \$5 000 for plumbing changes and sinks \$2 800 for fencing and \$5 000 for furnishings including low tables for pre K in the cafeteria and library lowering of two catch basins and installation of a thirty foot grated trench in front of the 8th grade building to remedy potential rain run off into the front doors a problem for years at a cost of \$5 300 the addition of automatic door openers for doors at the front bus exit and two rear exits at a cost of \$8 500 necessary television replacements for 15 classes at a cost of \$6 400 and costs to remove water fountains wire moldings and similar items at a cost of \$3 000 to convert the old vocational lab The following appropriations apply

From

423 740100 864200 33109 2 01	\$85 000
New NC Middle School	

To

420 750100 864200 33103 3 06	\$85 000
NC Middle Convert to Elementary	

c A request for the Board to approve an exemption from engineering fees in accordance with County Code 8 67 Fees and approve a contract with CDM Smith for the design development of contract documents and bidding services for the replacement of the existing Landfill Gas Compression and Conditioning System Skid with a state of the art dual compression and conditioning system in the amount of \$115 000

In accordance with federal regulations the active gas collection and control system (CCS) shall be designed to handle the maximum expected gas flow rate from the entire area of the landfill that warrants control over the intended use period of the gas control or treatment system equipment The average gas flow rate at the

Blackburn Landfill ranges between 1 100 and 1 400 standard cubic feet per minute. The current gas collection and control system has a capacity of 1 400 standard cubic feet per minute and the current flare has a rated capacity of 1 200 standard cubic feet per minute. In the event that all three engines were not operational, the current flare would not be capable of fully controlling the landfill gas in compliance with federal regulations. Any uncontrolled emissions would be considered a violation of the County's Title V Air Quality Permit and potentially subject the County to fines and other penalties. Increasing the flare capacity will minimize escaping emissions in the event that all three engines are not operational.

Accurate readings of landfill gas flow rate, cumulative landfill gas flow, temperature, and methane content for the engines and the flare are critical to meeting the air quality compliance monitoring requirements associated with the County's Title V Air Quality Permit and the Greenhouse Gas Mandatory Reporting Rule requirements. The current CCS was installed in 1998 and is undersized to meet the current Air Quality Permit requirements. It does not have some of the more modern monitoring equipment that will automate data collection and reporting.

A new system will not only meet the Air Quality Permit requirements, it will allow for infinite turndown capability of the flare, which will allow landfill gas flow to be split between the engines and flare during conditions where the landfill gas flow rate is above the capacity of the operating engines. Additional flow will be handled by the flare without causing unstable flare operation, venting of uncontrolled landfill gas to the atmosphere, or the engines shutting down due to large pressure drops associated with sudden diversion of flow away from the engines.

An upgraded compression and conditioning system will improve control of the well field vacuum and engine pressure requirements for more consistent operations. Automatic vacuum control of the well field will require fewer manual adjustments to the well field and less documentation and reporting. The upgraded compression and conditioning system will be designed to meet EPA's presumptive definition of a treatment system as a system that filters landfill gas to an absolute rating of 10 microns, dewateres the landfill gas to provide a 20 degree Fahrenheit reduction in dew point temperature, and compresses the landfill gas. Having the landfill gas conditioned through such a treatment system will eliminate the need to consider the engines as landfill gas control devices and reduce most of the testing, monitoring, record keeping, and reporting associated with the use of the engines.

Staff requested an exemption from engineering fees in accordance with County Code 8.67, which states: "The County will exempt all projects from subsection (a) of this section where an estimated professional fee is an amount less than \$30 000 or where special circumstances would dictate it is in the best interest of the County. Exceptions for professional fees up to \$75 000 can be approved only by the County Manager at the request of the Director of Facilities or the Director of Utilities and Engineering. The Board of Commissioners shall approve any professional fee of \$75 000 or more." Staff also requested approval of a contract with CDM Smith for the design, development of contract documents, and bidding services for the replacement of the existing Landfill Gas Compression and Conditioning System Skid with a new, state-of-the-art dual compression and conditioning system in the amount of \$115 000.

CDM Smith has performed all of the County's landfill air quality engineering since 2009. CDM Smith is thoroughly familiar with the County's existing CCS and understands what is needed in a new CCS to meet State and Federal requirements. Its expertise has proven extremely valuable as the County negotiates increasingly stringent Title V Air Quality permits and reporting requirements. CDM Smith has the staff and experience to complete the project that will guarantee a reliable functioning system that meets all requirements. Further, CDM Smith can perform this work in a timely manner due to its knowledge of and experience at the Landfill and the data it has collected over the past three years.

All costs associated with the landfill and solid waste activities are funded from the Solid Waste Enterprise Fund, which is derived from solid waste tipping fees containing no ad valorem tax proceeds. Funding for this project was established with the current year County budget, therefore no appropriation is required. The following contract applies:

Blackburn Sanitary Landfill
LFG Compression and Conditioning System Skid Replacement Proposal

Dear Barry

On August 28 2012 COM Smith prepared a memorandum that provided Catawba County (County) with a summary of the performance needs associated with replacing the existing landfill gas (LFG) compression and conditioning system (CCS) including the flare. The reasons associated with replacing the system were improvements in system operations establishment of a LFG treatment system and compliance monitoring. The CCS is a major component of the landfill gas to energy system (LFGTE) along with the existing engine generator sets. Long term dependability of the LFGTE system is essential to the existing and future operations.

This letter proposal provides our proposed scope and budget for providing professional engineering services associated with design development of contract documents and bidding services for the replacement of the existing CCS with a new state of the art dual compression and conditioning system.

COM Smith understands that the County wants the new skid mounted compression and conditioning system to meet EPA's presumptive definition of a treatment system as a system that filters the LFG to an absolute rating of 10 microns dewateres the LFG to provide a 20 degree Fahrenheit reduction in dew point temperature and compresses the LFG.

TASK 1 – DEVELOP DESIGN OPTIONS

CDM Smith will first prepare a comparison of the feasible options for the new landfill gas compression and conditioning system. We will meet with the County to discuss the relevant design and operational options to be considered relative to capital and operational costs. We also understand that the least amount of downtime for the LFGTE project is critical to the County now and into the future. Therefore COM Smith will work with the County on the layout of the new compression and conditioning system to ensure that proper consideration is given to the existing and proposed new infrastructure and that the skid replacement is as seamless as possible with system downtime minimized.

TASK 2 – CONCEPTUAL DESIGN

Based upon the design options identified under Task 1 COM Smith will prepare a conceptual design of the new CCS skid including footprint layout equipment connections to the existing LFG header process and instrumentation diagram and a preliminary opinion of probable construction cost. The conceptual design will represent a w% complete design. CDM Smith will contact the major vendors of LFG CCS equipment to discuss the conceptual design and obtain their feedback on equipment selection and layout.

The conceptual design will include available manufacturer specification sheets for the proposed equipment and a list of pros and cons for each piece of equipment.

COM Smith will provide a draft conceptual design to the County for review and comment. CDM Smith will meet with the County to discuss your comments. After receiving the County's comments COM Smith will begin working on the final design under Task 3.

TASK 3- PLANS AND SPECIFICATIONS

This task consists of the development of draft and final engineering drawings and specifications necessary to procure the proposed equipment and to install the new LFG CCS and flare. The documents will specify a procurement of a single contractor who will supply install and commission all new equipment and interfaces with the existing LFGTE system.

COM Smith will prepare detailed engineering drawings for the construction of the proposed LFG CCS and flare based on our experience with similar systems. These documents will show any demolition work and the location of major components and interconnects between new and existing equipment. It is estimated that up to eleven drawings (3 civil, 3 mechanical, 2 P&ID and 4 electrical) will be necessary.

CDM Smith understands that the existing electrical feed to the blower is woA 3 phase service and was initially designed to account for 4 engines and the blower. There is a 1500kVA transformer that feeds into the two existing breaker panels which consist of an 800A panel and a woA panel. The 800A panelboard provides the 100 A service to the blower. Electrical drawings for this project will address single line power diagram modifications, CCS skid power requirements, lighting and grounding plans. Electrical schedules and details will also be included in the drawing set.

CDM Smith will work with manufacturers to develop site specific system layouts and specifications sheets for the proposed equipment.

Proposed equipment drawings and specifications will be provided at the 60% and 90% design milestones.

TASK 4- DESIGN REVIEW MEETINGS

Under this task, CDM Smith will conduct design review meetings with the County at the 60% and 90% design milestones. The 60% and 90% meetings will be face to face at the County offices with CDM Smith senior technical staff participating by conference call. These design review meetings will be conducted at the Blackburn Landfill with County landfill staff to address any operational or site constraint issues with the design.

CDM Smith will prepare meeting minutes after each meeting to document the design and operational decisions made during the meeting. Meeting minutes will be distributed to the County within 7 days of the meeting. CDM Smith will incorporate agreed upon features as discussed in the meetings into the design as appropriate.

TASK 5- BIDDING SERVICES

Once the design documents are finalized and accepted by the County, CDM Smith will provide services to assist the County in the selection of a qualified bidder for the CCS Skid Replacement construction. All costs assume one bid opening.

CDM Smith will coordinate the bidding process with selected contractors meeting the construction experience requirements specified in the Contract Documents for the proposed CCS Skid Replacement project. Included in the bidding services will be the preparation of the bid advertisement which will present the work associated with the replacement project.

The scope of services for this Task includes the following:

- Bid documents will be issued by CDM Smith to the County and prospective bidders. CDM Smith will also maintain a current list of all plan holders.
- e Prepare such clarifications and addenda to the bid documents as may be required. Clarifications and/or addenda will be provided to the County and all prospective bidders.
- Schedule and conduct one prebid conference with prospective bidders to review the Project requirements. COM Smith will provide representative(s) from the design team to participate in the prebid conference to explain and clarify the bid documents.

Following the prebid conference COM Smith will deliver to all recipients of bid documents an addendum to document any changes(s) to the Construction Documents resulting from the prebid conference along with prebid conference meeting minutes

- CDM Smith will support the County in obtaining and evaluating proposals from Contractors in strict compliance with applicable North Carolina General Statutes

CDM Smith will review all proposals received and make written recommendations to the County relative to acceptance/rejection of proposals and award of the Contract to the lowest responsible bidder taking into consideration prior experience on similar projects as required in the specifications past performance and contractor ability to complete the project in the time specified in the proposals for performance of the Contract

OWNER RESPONSIBILITIES

The following tasks will be performed by the County

- County will review and provide any comments on the Conceptual Design and various design milestone deliverables within 2 weeks
- County will provide an AutoCAD drawing of the site including the mechanical and P&ID drawings for the existing LFG collection and control system including the Jenbacher engines and their interconnections to the CCS
- County will provide any available as built information

SCHEDULE

CDM Smith will complete Tasks 1-4 within 3 months of notice to proceed Bidding services will begin upon initiation of the bidding process by the County

COST

For the Basic Services CDM Smith presents a breakdown of the lump sum fee by task Monthly payments shall be made in accordance with the amount of work completed and invoiced on a monthly basis

Task 1 – Develop Design Options	\$ 8 000
Task 2 – Conceptual Design	\$19 000
Task 2 – Plans and Specifications	\$59 000
Task 4 – Design Review Meetings	\$ 7 000
Task 5 Bidding Services	\$22 000
TOTAL	\$115 000

CDM Smith is under a current Contract with the County as a result this work can be authorized with a service order If this proposal is acceptable a service order can be submitted

CDM Smith appreciates the opportunity to assist the County on this important project Please feel free to contact me should you have any questions

Very truly yours

IN WITNESS WHEREOF the parties have hereunto set their hands on the day and year above first written

CATAWBA COUNTY BOARD OF COMMISSIONERS

Barbara Morris Clerk

Chair Barnes asked if any commissioner wished for an item to be broken out of the consent agenda. None was requested. Commissioner Lynn Lail made a motion to approve the consent agenda. The motion carried unanimously.

10 Departmental Report
Utilities and Engineering

Utilities and Engineering Director Barry Edwards presented a request for the Board to approve entering into Agreements for Disposal of Household and Commercial Waste with the Cities of Conover and Hickory and the Town of Long View. Catawba County currently owns and operates both Municipal Solid Waste (MSW) and Construction and Demolition (C&D) landfills. The County is engaged in the enterprise of managing, operating and maintaining the landfills and managing municipal solid waste, construction and demolition waste, yard waste, household hazardous waste and waste recyclables, including the disposal of such wastes within County boundaries. Historically, the County has accepted, managed and disposed of MSW collected within the municipalities' jurisdictions.

In an effort to maintain the continued long term economic health and viability of the County's solid waste management enterprise, the County offered agreements to the Cities of Conover and Hickory and the Town of Long View for the continued acceptance, management and disposal of MSW collected within the municipalities' jurisdictions. The agreements are for a period of five years, with a renewal for five additional years. During the term of the agreements, the municipalities agree to bring all household and commercial waste they collect within their municipal limits to the Catawba County Landfill. In return, the County guarantees that current tipping fees will not increase in any one year by more than the Consumer Price Index. The County agrees that, as of the effective date of the Agreement, the total disposal fee is \$33 per ton. Of the total fee, \$31 is the County's portion and \$2 is the State of North Carolina's disposal tax.

The Conover agreement is scheduled to be considered at the April 1, 2013 Conover City Council meeting. The Hickory agreement is scheduled for the April 2, 2013 Hickory City Council meeting. The Long View agreement was approved by the Long View Town Council on March 11, 2013.

Other caveats of the agreements stipulate that it does not include recyclable materials collected separately, either by a municipality or a contractor on behalf of the municipalities. This includes standard recyclables. Both entities agree to explore projects/opportunities which will increase the overall recycling in the community and/or reduce the cost of recycling. The municipalities have the right to collect single stream waste. Should the municipalities deliver yard waste to the County's Landfill (trees, root balls, limbs, branches, leaves, grass clippings, etc.) the County agrees these materials may be comingled. The municipalities agree that all such materials will be either unbagged or in biodegradable bags. The County agrees to accept and grind all yard waste received from the municipalities. The County agrees to not charge the municipalities any fees for yard waste the municipalities deliver to the County's yard waste site or Landfill. The County further agrees to allow the municipalities to obtain up to, but not more than, 50% by weight of the mulch created from the ground yard waste for marketing to the municipalities' customers and beautification of the municipalities' properties and to not charge the municipalities any fees for the mulch. Yard waste is defined as being from general landscaping and yard maintenance and does not include land clearing debris that results from new land development, subdivision projects, new units, etc. The State of North Carolina and the Catawba County Solid Waste Ordinance acknowledge a clear difference between yard waste and land clearing debris. The County agrees to aggressively pursue policies which are beneficial to the municipalities' strategic objectives, i.e. the economic development fee waiver program of C&D charges for vacant building demolition waste as approved by the Catawba County Economic Development Corporation Board of Directors. Commissioner Lail made a motion to enter into these agreements. The motion carried unanimously.

may be adjusted annually effective July 1 each year. County agrees that as of the effective date of this Agreement the total disposal fee is \$33.00 per ton. Of the total fee \$31.00 is County's portion of the fee and \$2.00 is the for State of North Carolina fee.

6 County has entered into an agreement with franchisee to provide a single stream recycling facility and to be able to receive single stream recyclables by July 1, 2014.

7 County agrees to aggressively pursue policies which are beneficial to Municipality's strategic objectives, i.e. the economic development fee waiver program of C&D charges for vacant building demolition waste as approved by the Catawba Economic Development Corporation Board of Directors.

8 To the extent allowed by law, County and Municipality shall indemnify, defend and hold harmless each other, their elected officials, agents, representatives and employees from any and all costs, expenses or liabilities including costs, expenses or liabilities to third parties and attorney's fees.

9 All notices required shall be deemed to have been properly served when delivered via Certified United States Mail, Postage Prepaid, Return Receipt Requested to the following:

<u>County</u> County of Catawba Post Office Box 389 Newton, North Carolina 28658 Attention: County Manager	<u>Municipality</u> City of Conover Post Office Box 549 Conover, North Carolina 28613 Attention: Municipality Manager
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10 This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements, whether oral or written, related to the matters contained within this Agreement. Any change or modification of this Agreement must be in writing, signed by both parties.

11 This Agreement shall be governed by and interpreted in accordance with the laws of the State of North Carolina.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and year first above written.

COUNTY OF CATAWBA, NORTH CAROLINA

By _____
Katherine W. Barnes, Chair

(SEAL)
Attest

By _____
Barbara E. Morris, Clerk to the Board

10 Other Items of Business

Section II F of the Fiscal Year 2012-2013 Budget Ordinance states: "Reinventing Departments may create or abolish positions which impact the outcomes approved by the Board of Commissioners and within available revenues upon summary approval of the Board of Commissioners. Approval will come at the next regularly scheduled Board of Commissioners meeting and will be attached and approved as part of the minutes."

Under this provision a new classification **Local Foods Advocate (pay grade 69)** has been established and added to the existing pay plan. This information is being provided to the Board of Commissioners in accordance with Section 28-71 of the Catawba County Personnel Code Amendment to classification plan.

Recruitment is currently underway to fill this position which will be responsible for planning, executing, and evaluating programs that address implementation of the Food & Farm Sustainability Plan, which has been identified as a Board of Commissioners goal for the upcoming Fiscal Year. Major functional responsibilities for this position include:

- Providing leadership for a thriving educational program on commercial production, pest management, variety selection, sustainable production practices, and all other aspects of fruit and vegetable production.
- Hosting gardening classes and demonstration events for different levels and in different seasons, incorporating both organic and conventional techniques.
- Providing education on the various equipment and technology needed to produce the most promising alternative crops by holding field days and other demonstrations.
- Working with growers and coordinate with brokers, restaurants, and other consumers to identify crop needs and distribution logistics.
- Evaluating a county-wide institutional food buying program supporting local food purchases.
- Overseeing the development of a community food assessment once a thriving fruit and vegetable market is established. The assessment would identify gaps in the local food chain and educate citizens and farmers on a safe and secure food system.
- Potentially providing staff support for a local food policy board whose mission would be to provide connections between food, health, economic development, and the agricultural community.
- Designing marketing materials and organizing events featuring local foods and raising awareness about the availability of local foods in Catawba County.
- Building partnerships with individuals, neighborhoods, businesses, non-profits, and local governments in order to achieve the objectives outlined in the Food & Farm Sustainability Plan.

The majority of this position will be supported via redirecting existing funds currently allocated in the budget for Cooperative Extension, with the remaining portion of supporting funding being drawn from Cooperative Extension's reinventing fund balance. (The amount of reinventing funds required is yet to be determined based upon the fact that a candidate has not been selected and a starting salary has not been finalized.)

- 11 Attorney's Report None
- 12 Manager's Report None
- 13 Adjournment The meeting adjourned at 10:02 a.m.

Katherine W. Barnes, Chair
Catawba County Board of Commissioners

Barbara E. Morris
County Clerk