

Regular Session, August 3, 2015, 9:30 a.m.
Catawba County Board of Commissioners

Appointments

Public Health Board	584	08/03/15
WPCOG Aging Advisory Committee	584	08/03/15

Awards

NACo Achievement Awards	583	08/03/15
NACo Honorable Mention	584	08/03/15
Top 10 Digital Counties Survey Award	584	08/03/15

Information Technology

Financing for Computer Equipment Upgrades	584	08/03/15
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Library

Acceptance and appropriation of fund from six grants	595	08/03/15
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MPO

Amended Memorandum of Understanding	585	08/03/15
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Planning and Parks

Funds received from The Village at Sherrills Ford, LLC for Mountain Creek Park Project	597	08/03/15
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Utilities and Engineering

Right of Way Encroachment Agreement with NCDOT – Signage at Landfill	595	08/03/15
Grant of Easement to Piedmont Ntl Gas – Justice Center Property (presented by Atty)	598	08/03/15

The Catawba County Board of Commissioners met in regular session on Monday, August 3, 2015, 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 Randy Isenhower, Vice-Chair Barbara G. Beatty and Commissioners Katherine W. Barnes, Sherry E. Butler and Dan A. Hunsucker.

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

1. Chair Randy Isenhower called the meeting to order at 9:30 a.m. and noted a quorum was present.
2. Commissioner Dan Hunsucker led the Pledge of Allegiance to the Flag.
3. Vice-Chair Barbara G. Beatty offered the invocation.
4. Chair Isenhower made a motion to approve the minutes from the Board's Regular Meeting of July 20, 2015. The motion carried unanimously.
5. Recognition of Special Guests: Chair Isenhower welcomed everyone present and thanked them for their interest in the business of the County. He later in the meeting welcomed WMNC Morganton Reporter Jessie Smith.
6. Public Comments for Items Not on the Agenda: None.
7. Presentations:
 - a. Commissioner Katherine W. Barnes presented a National Association of Counties (NACo) Achievement Award to Catawba County Public Health Director Doug Urland and Community

Outreach Manager Amy McCauley for Public Health's Tobacco-Free Initiative. Public Health worked with municipalities across the county to adopt tobacco free campuses.

b. Vice-Chair Beatty presented a NACo Achievement Award to the Catawba County Library Director Suzanne White, Assistant Library Director Siobhan Leondorf, Library Services Specialist Kayla Lavigne and Librarian April Green for the Library's Early Literacy Outreach – Every Child Ready to Read Program. This collaborative effort with local agencies, including the Catawba County Partnership for Children, expanded the Library's capacity to improve early literacy and digital literacy skills of young children.

c. Commissioner Sherry E. Butler presented a second NACo Achievement Award for the County Library to Library Director Suzanne White, Librarian April Green, Library Assistant Karen Herron, Cooperative Extension director George Place, Immigrant Agricultural Program Coordinator Der Xiong and Horticulturist Brian Shook for its Community Garden Project. This collaborative effort with North Carolina Cooperative Extension and other local groups provided opportunities to grow local vegetables and minds and a chance to give back to the community through donation of produce to community food banks.

d. Commissioner Hunsucker presented a NACo Honorable Mention Award to Social Worker II Jan Shaffer and Public Information Officer Margaret Allen for Catawba County Social Services' accomplishments in the field of Arts and Culture. This award recognizes the Arts and Science for Seniors component that has been added to the Seniors Morning Out Program, which has increased average daily attendance in the program by 12%.

e. All Commissioners presented the Center for Digital Government (CDG) Top 10 Digital Counties Survey Award to Chief Information Officer Rick Pilato, Senior Systems Architect Scott Buxton, GIS Administrator Michelle Deese, IT Managers Stephanie Pannell and Yee Yount and members of the County's Information Technology Department. The County has been ranked number one in the overall use of technology, among counties across the United States with a population of between 150,000 and 249,999 people, in the CDG's annual Top 10 Digital Counties Survey Awards. This is the second time in three years that Catawba County has earned this number one ranking.

8. Appointments:

Commissioner Hunsucker recommended the reappointment of Dr. Sharon Monday for a third term on the Public Health Board. This term will expire June 30, 2018. Commissioner Butler recommended the reappointment of Robert Spuller for a second term and Richard Smith for a third term on the Western Piedmont Council of Governments Aging Advisory Committee as well as the appointment of Henry Helton for a first term on this Committee. These terms will expire June 30, 2017. These recommendations came in the form of a motion, which carried unanimously.

9. Consent Agenda:

County Manager J. Thomas Lundy presented the following three items for consideration on the Consent Agenda:

a. A request for the Board to approve both the financing of \$570,000 for computer equipment upgrades for the County and a Declaration of Official Intent to Reimburse Expenditures. A Storage Area Network (SAN) is a large array of high speed, high capacity hard drives that provide storage space for files, data, backups, etc. The SAN is a critical piece of technology infrastructure that houses all data stored by the County, including backup data storage provided to several municipalities within the County. Since the County runs a virtual server environment, the SAN also hosts the virtual servers and provides space for them to run. The central data storage function that the SAN fulfills enhances disaster recovery efforts by enabling real-time data redundancy, keeping the latest data secured and accessible.

The useful life of a SAN is typically 4 to 5 years, and future replacement is planned to correspond with the terms of the financing. In 2006, the County implemented a plan to virtualize computer applications and create a SAN. The original equipment was financed over a five-year period. In

2011, the County made major upgrades to the equipment and financed \$650,000 over another five year period. The County has entered into a new agreement to upgrade the SAN with new equipment with better technology and useable drive space. The cost of this upgrade is approximately \$570,000.

The equipment purchase is planned in the current fiscal year County budget to be financed over a 48-month period. It will be purchased in August 2015 from Varrow through State contract pricing plus additional savings negotiated with the vendor. A Request for Financing Proposals was sent to several financial institutions on June 18, 2015, with five responding by the July 15 deadline. US Bancorp was the lowest bidder at 1.43%, financed over a term of 48 months, with quarterly payments, and First Citizens Bank and Trust was the next lowest at 1.44. At its July 27, 2015 meeting, the Board's Finance and Personnel Subcommittee recommended First Citizens Bank and Trust be considered due to its local presence in the county. First Citizens was contacted to see if it would revise its bid, and submitted an alternate proposal to match the low bid of 1.43%. Other bids included Branch, Banking & Trust (BB&T) (Newton), 1.56%; Peoples Bank (Newton), 2.12%, and PNC Bank (Archdale), 2.82%.

The County will borrow funds under North Carolina General Statute 160-A.20, installment purchase transaction, with the equipment pledged as collateral on the loan. Debt payments will be made quarterly beginning this fiscal year and are included in the current year budget. It is expected that the financing will be complete prior to payment of all expenses related to the purchase. Should there be a delay, the Declaration of Official Intent to Reimburse Expenditures will allow for any costs incurred prior to the debt issuance.

Following applies:

Budget Revision:

410-460100-982000-11202	Computer Equipment	\$570,000
410-460100-690450	Proceeds from Financing	\$570,000

b. A request for the Board to approve an amended Catawba County Metropolitan Planning Organization Memorandum of Understanding (MOU) which amends the MPO's planning boundary. On May 27, 2015, the Greater Hickory MPO Technical Advisory Committee voted unanimously to approve an amended MPO Memorandum of Understanding. The changes include the addition of the Town of Taylorsville and North Carolina Department of Transportation (NCDOT) as members of the MPO, and the addition of both the Town of Taylorsville and Western Piedmont Transit Authority for Board representation and voting purposes. Further changes include the requirement for joint approval of revisions to a Comprehensive Transportation Plan by the MPO and NCDOT and preparation of a quarterly expenditure report.

The following applies:

MUNICIPAL STATEMENT OF ADOPTION OF THE AMENDED MEMORANDUM OF UNDERSTANDING REGARDING THE GREATER HICKORY METROPOLITAN ORGANIZATION FOR ALEXANDER, BURKE, CALDWELL AND CATAWBA COUNTIES

The Amended Memorandum of Understanding dated May 27, 2015 for cooperative, comprehensive, and continuing transportation planning and the establishment of a Metropolitan Planning Organization for the Counties of Alexander, Burke, Caldwell and Catawba Counties and the participating municipality of Catawba County is hereby adopted by Catawba County this 3rd day of August, 2015.

Commission Chairman, Catawba County

**AMENDED MEMORANDUM OF UNDERSTANDING
FOR**

COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING

AMONG

THE COUNTY OF ALEXANDER, TOWN OF BROOKFORD, COUNTY OF BURKE, TOWN OF CAJAH’S MOUNTAIN, TOWN OF TAYLORSVILLE, COUNTY OF CALDWELL, COUNTY OF CATAWBA, TOWN OF CATAWBA, VILLAGE OF CEDAR ROCK, CITY OF CLAREMONT, TOWN OF CONNELLY SPRINGS, CITY OF CONOVER, TOWN OF DREXEL, TOWN OF GAMEWELL, TOWN OF GLEN ALPINE, TOWN OF GRANITE FALLS, CITY OF HICKORY, TOWN OF HILDEBRAN, TOWN OF HUDSON, CITY OF LENOIR, TOWN OF LONG VIEW, TOWN OF MAIDEN, CITY OF MORGANTON, CITY OF NEWTON, TOWN OF RHODISS, TOWN OF RUTHERFORD COLLEGE, TOWN OF SAWMILLS AND TOWN OF VALDESE, THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION IN COOPERATION WITH THE UNITED STATES DEPARTMENT OF TRANSPORTATION

WITNESSETH THAT:

THAT WHEREAS, the above parties entered into a Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning, last amended in September 2013, regarding the Greater Hickory MPO;

Whereas, each MPO is required to develop a Metropolitan Transportation Plan in cooperation with NCDOT and in accordance with 23 U.S.C., Section 134, any subsequent amendments to that statute, and any implementing regulations; and a Comprehensive Transportation Plan as per Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina; and

WHEREAS, the transportation plan, once adopted shall serve as the basis for future transportation improvements within the MPO; and

WHEREAS, it is the desire of these parties that all prior Memoranda of Understanding between the parties be superseded and replaced by this Memorandum of Understanding.

NOW THEREFORE BE IT RESOLVED by the Greater Hickory MPO that the following Memorandum of Understanding (MOU) is made:

SECTION I. It is hereby agreed that the COUNTY OF ALEXANDER, TOWN OF BROOKFORD, COUNTY OF BURKE, TOWN OF CAJAH’S MOUNTAIN, COUNTY OF CALDWELL, COUNTY OF CATAWBA, TOWN OF CATAWBA, VILLAGE OF CEDAR ROCK, CITY OF CLAREMONT, TOWN OF CONNELLY SPRINGS, CITY OF CONOVER, TOWN OF DREXEL, TOWN OF GAMEWELL, TOWN OF GLEN ALPINE, TOWN OF GRANITE FALLS, CITY OF HICKORY, TOWN OF HILDEBRAN, TOWN OF HUDSON, CITY OF LENOIR, TOWN OF LONG VIEW, TOWN OF MAIDEN, CITY OF MORGANTON, CITY OF NEWTON, TOWN OF RHODISS, TOWN OF RUTHERFORD COLLEGE, TOWN OF SAWMILLS, TOWN of TAYLORSVILLE, TOWN OF VALDESE AND THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION in cooperation with THE UNITED STATES DEPARTMENT OF TRANSPORTATION, will participate in a continuing transportation planning process with responsibilities and undertakings as related in the following paragraphs:

A. The area involved - the Greater Hickory Transportation Study Planning Area - will consist of the Hickory Urbanized Area as defined by the United States Department of Commerce, Bureau of the Census, in addition to that area beyond the existing urbanized area boundary in Alexander, Burke, Caldwell and

Catawba Counties. This area is hereinafter referred to as the Greater Hickory MPO Metropolitan Planning Area.

B. The continuing transportation planning process will be cooperative one and all planning discussions will be reflective of and responsible to the comprehensive plans for growth and development within the Metropolitan Planning Area.

C. The continuing transportation planning process will be conducted in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.

D. The Urbanized Area Boundary and Metropolitan Planning Area shall be periodically reviewed and revised in light of new development and basic data projections.

E. The Greater Hickory Metropolitan Planning Organization Board Established.

A Greater Hickory Metropolitan Planning Organization Board [hereinafter referred to as “Board” or “the Board”] is hereby established with the responsibility for cooperative transportation planning decision making for the Greater Hickory MPO. The Board shall have the responsibility for keeping the policy boards of the participating local governments informed of the status and requirements of the transportation planning process; for assisting in the dissemination and clarification of the decisions and policies of the policy boards; and for providing opportunities for citizen participation in the transportation planning process.

The Board, in cooperation with the State, and in cooperation with publicly owned operators of public transportation services, shall be responsible for carrying out the urban transportation planning process as required by Federal and State transportation planning requirements and shall develop the planning work program, Metropolitan Transportation Plan, and Transportation Improvement Program.

This Board shall be the forum for cooperative decision-making by elected officials of the member General Purpose Local Governments. However, this shall not limit the Board’s local responsibility for (1) ensuring that the transportation planning process and the plans and improvement projects which emerge from that process are consistent with the policies and desires of local government; nor, (2) serving as a forum for the resolution of conflicts which arise during the course of developing the Metropolitan Transportation Plan, the Comprehensive Transportation Plan and the Transportation Improvement Program.

G. The Board is hereby established with the responsibility for coordinating transportation policy decisions of member local governments within the Metropolitan Planning Area and will consist of the Chief Elected Official or a single representative appointed by, and from, the member local government from the following Boards of General Purpose Local Government, public transportation as well as a member of the North Carolina Board of Transportation:

1. Alexander County Commissioners
2. Brookford Board of Aldermen
3. Burke County Commissioners
4. Cajah’s Mountain Town Council
5. Caldwell County Commissioners
6. Catawba County Commissioners
7. Catawba Town Council
8. Cedar Rock Village Council
9. Claremont City Council
10. Connelly Springs Board of Aldermen

11. Conover City Council
12. Drexel Board of Aldermen
13. Gamewell Town Council
14. Glen Alpine Town Council
15. Granite Falls Town Council
16. Hickory Board of Aldermen (2 Members)
17. Hildebran Town Council
18. Hudson Town Commissioners
19. Lenoir City Council
20. Long View Board of Aldermen
21. Maiden Town Council
22. Morganton City Council
23. Newton City Council
24. Rhodhiss Town Commissioners
25. Rutherford College Town Council
26. Sawmills Town Council
27. Taylorsville Town Council
28. Valdese Town Council
29. North Carolina Board of Transportation
30. Western Piedmont Transit Authority Official

Each of the above member agencies may also appoint an alternate, in accordance with the rules contained within the GHMPO Bylaws.

H. The duties and responsibilities of the Board are as follow:

1. The Board in cooperation with the State, and in cooperation with publicly owned operators of public transportation services, shall be responsible for carrying out the Federal and State transportation planning process and shall develop the planning work programs, Metropolitan and Comprehensive Transportation Plans, and Transportation Improvement Program.
2. The Board shall be the forum for cooperative decision-making by elected officials of General Purpose Local Government. The Board shall have responsibility for (1) ensuring that the transportation planning process and the plans and improvement projects which emerge from that process are consistent with the policies and desires of local government; and (2) serving as a forum for the resolution of conflicts which arise during the course of developing the Transportation Plan and the Transportation Improvement Programs.
3. The Board shall establish goals and objectives for the transportation planning process reflective of and responsive to comprehensive plans for growth and development in the Metropolitan Planning Area adopted by Boards of General Purpose Local Government.
4. The Board shall review and approve the Planning Work Program, Transportation Plan and Transportation Improvement Program as necessary.
5. The Board as required, shall review, approve, and endorse amendments to the Planning Work Program, the Transportation Plan and the Transportation Improvement Program.
6. The Board shall be responsible for adopting and amending the Metropolitan and Comprehensive Transportation Plans (CTP). Revisions to the CTP must be jointly approved by the MPO and NCDOT.

7. The Board shall have the responsibility for keeping the Boards of General Purpose Local Government informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of these Boards; and ensuring meaningful citizen participation in the transportation planning process.

8. The Board shall review, approve and endorse changes to the Federal Functional Classification System and Urbanized Boundary, in conformance with Federal regulations.

9. The Board shall review, approve, and endorse a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process; and

10. The Board shall review and approve related air quality planning in conformance with Federal regulations.

11. The Board shall review and approve energy conservation planning and energy contingency planning for the transportation system in conformance with Federal regulations.

12. The Board is responsible for conducting public involvement and technical analyses to determine the preliminary alignments for transportation projects (both road and transit) included in the Metropolitan Transportation Plan. These alignments will be used by local jurisdictions through their land development ordinances for right-of-way protection purposes. Once the Board has adopted an official thoroughfare alignment, the alignment can only be modified by:

a. Official Board action; or

b. Action of the GHMPOs Technical Coordinating Committee (TCC), (which is described in Section I.O of this Memorandum of Understanding) under the following criteria:

i) The TCC finds the proposed alignment to be technically reasonable; and,

ii) The proposed alignment enters and exits the affected property at the officially approved location and angle or curvature.

The Board adopts the alignment for right-of-way purposes even if the alternatives are produced through a State or locally funded environmental study process.

13. Each General Purpose Local Government on the Board will assist in the transportation planning process by providing planning assistance, data and inventories in accordance with the Prospectus. Additionally, the local government shall coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Transportation Plan.

14. The Board is responsible for the distribution of funds distributed to GHMPO's under the provisions of MAP-21 and any subsequent re-authorizations.

15. The Board shall adopt a set of Bylaws for the Board and the TCC. Amendments to either set of Bylaws shall occur by a $\frac{3}{4}$ vote of the GHMPO.

16. The Board shall maintain a centralized information repository including but not limited to the Metropolitan Transportation Plan including the Comprehensive Transportation Plan; the Planning Work Program (PWP); air quality conformity analysis; Board and TCC Bylaws and membership lists; copies of all draft and final environmental studies, public hearing maps, roadway corridor official maps, and noise reports on projects within the GHMPO boundaries; copies of adopted transportation project alignments; the Transportation Improvement Program (TIP) (local and state); and any other appropriate archival

information. The GHMPO shall endeavor through the affected local governments and appropriate technological means to make this information easily available to local governments, citizens, and individuals involved in land development and real estate transactions.

17. The Board shall have the primary responsibility for citizen input into the continuing transportation planning process. During transportation plan reevaluation, citizen involvement in the planning process shall be encouraged for reanalysis of goals and objectives and plan formation.

18. Any other duties identified as necessary to further facilitate the transportation planning process.

I. The Board shall consist of both voting and non-voting members.

Voting membership of the Board will consist of representatives of the following General Purpose Local Government units and the North Carolina Board of Transportation as of September 24, 2014, which shall have the indicated number of votes:

<u>Unit</u>	<u>number of votes</u>
1. Alexander County	1
2. Town of Brookford	1
3. Burke County	1
4. Town of Cahjah’s Mountain	1
5. Caldwell County	1
6. Catawba County	1
7. Town of Catawba	1
8. Village of Cedar Rock	1
9. City of Claremont	1
10. Town of Connelly Springs	1
11. City of Conover	1
12. Town of Drexel	1
13. Town of Gamewell	1
14. Town of Glen Alpine	1
15. Town of Granite Falls	1
16. City of Hickory	2
17. Town of Hildebran	1
18. Town of Hudson	1
19. City of Lenoir	1
20. Town of Long View	1
21. Town of Maiden	1
22. City of Morganton	1
23. City of Newton	1
24. Town of Rhodhiss	1
25. Town of Rutherford College	1
26. Town of Sawmills	1
27. Town of Taylorsville	1
28. Town of Valdese	1
29. N.C. Board of Transportation (NCBOT)	1
30. Western Piedmont Transit Authority	1
Total	31

Members will vote on matters pursuant to the authority granted by their respective governmental bodies.

Non-voting membership – One representative from each of the following bodies will serve as a non-voting member:

- FHWA – Division Administrator (or designee)

Other local, State, or Federal agencies impacting transportation in the Planning Area, can become non-voting members upon invitation by the Board.

The Board shall have a Chair and Vice-Chair and shall meet in accordance with the rules contained within the GHMPO Bylaws.

J. Board Voting Policy

1. The Board and the Technical Coordinating Committee (TCC), as well as any established subcommittees are responsible for carrying out the provisions on North Carolina G.S. Chapter 143, Article 33C regarding open meetings, and Chapter 132 regarding public records. A quorum is required for transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the TAC or TCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. An alternate may be appointed to attend meetings should the member not be able to attend. Alternates should be identified by name on the meeting attendance log. Vacant seats will not count against the quorum. Electronic meetings and voting are allowed as long as proper public notice is given and meeting materials are available to the public upon request. Any member who does not attend two consecutive TCC/TAC meetings will not be included as part of the membership needed to obtain a quorum after the second meeting. Membership, however, is immediately reinstated by the presence of the most recently appointed member (or his alternate) at any future meeting.

2. When any project is on a road that does not carry an I, US, or NC route designation, and is totally contained within a single municipality's corporate limits or extraterritorial planning jurisdiction, its location shall be determined only with the consent of that municipality.

3. The GHMPO cannot override the position of any individual local municipality on a project for a road that does not carry an I, US, or NC route designation when any portion of the project is within that municipality's corporate limits or extraterritorial planning jurisdiction except by $\frac{3}{4}$ majority vote of all votes eligible to be cast.

K. The Transportation Improvement Program (TIP) shall be adopted in accordance with adoption schedules for the State Transportation Improvement Program (STIP). The TIP shall include all information typically contained in the STIP, including, but not limited to route number, project I.D. number, project limits, project description, proposed implementation schedule, funding source, and projected cost. The TIP is intended to represent local priorities for transportation improvements. Once it is adopted, any discrepancies between the TIP and the STIP will be negotiated through established State and Federal processes.

L. The Board shall develop a list of projects for transportation improvements in conjunction with the NCDOT prioritization process as codified in NCGS § 136-18.42. This entails preparing a list of projects for staff to evaluate against NCDOT's quantitative measures, then choosing a subset of projects. The subset of projects chosen will be assigned points by the Board based on locally and regionally developed criteria and submitted to NCDOT and the GHMPO Board to compete for available funding in the STIP and TIP, respectively.

M. The Board may establish subcommittees and advisory groups through its bylaws or through a vote at a regularly scheduled meeting. The subcommittees may consist of existing members of the Board, the Technical

Coordinating Committee, and other officials and citizens as appropriate to achieve the objectives of the subcommittee.

N. The GHMPO will coordinate transit planning and programming within the Planning Area. The duties and responsibilities of the Board with regard to transit planning and programming are as follows:

1. Establish policies for distribution of Federal Transit Administration funds that are provided directly to the Metropolitan Planning Organization. These policies will be reviewed and approved annually by the Board.
2. Develop and approve a list of prioritized projects for transit improvements.
3. Program transit improvements in the Transportation Improvement Program (TIP).
4. In developing transit plans, programs, and funding formulas, the Board shall consider the following factors: Federal Transit Administration funding formulas, State Maintenance Assistance Program formulas, and population served by the transit system, ridership, and present and future demand for transit service.

O. A Technical Coordinating Committee, hereinafter referred to as the TCC, shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the Metropolitan Planning Area and with the responsibility for making recommendations to the respective local and State governmental agencies and the GHMPO Board regarding any necessary actions relating to the continuing transportation planning process. The TCC shall be responsible for development, review, and recommendation for approval of the Prospectus, Planning Work Program (PWP), Transportation Improvement Program, Federal Functional Classification System and Urbanized Area Boundary, revisions to the Metropolitan Transportation Plan, planning citizen participation, and documentation reports on the transportation study.

Membership of the TCC shall include technical representation from all local and state governmental agencies directly related to and concerned with the transportation planning process for the planning area. GHMPO Board approval of TCC membership changes shall be required.

TCC Membership:

1. Alexander County
2. Town of Brookford
3. Burke County
4. Town of Cahah's Mountain
5. Caldwell County
6. Catawba County
7. Town of Catawba Town
8. Village of Cedar Rock
9. City of Claremont
10. Town of Connelly Springs
11. City of Conover
12. Town of Drexel
13. Town of Gamewell
14. Town of Glen Alpine
15. Town of Granite Falls

16. City of Hickory – 2 Representatives
17. Town of Hildebran
18. Town of Hudson
19. City of Lenoir
20. Town of Long View
21. Town of Maiden
22. City of Morganton
23. City of Newton
24. Town of Rhodhiss
25. Town of Rutherford College
26. Town of Sawmills
27. Town of Taylorsville
28. Town of Valdese
29. NCDOT – Transportation Planning Branch
30. NCDOT - Division 11 Engineer, or his/her designated representative
31. NCDOT - Division 12 Engineer, or his/her designated representative
32. NCDOT - Division 13 Engineer, or his/her designated representative
33. NCDOT – Public Transportation Division (non-voting)
34. Western Piedmont Regional Transit Authority (Greenway Transit)
35. Area Traffic Engineer, Division of Highways, Traffic Engineering Branch, NCDOT
36. Director of Planning, Western Piedmont Council of Governments
37. Alexander County Chamber of Commerce
38. Burke County Chamber of Commerce
39. Caldwell County Chamber of Commerce
40. Catawba County Chamber of Commerce
41. FHWA, MPO Contact (non-voting)

Representatives of the municipalities shall be the chief administrative officers (managers/administrator/clerks), planning directors or their designees. Other entities may be represented by their chief administrative officers or their designees. Each TCC member shall have one vote.

Other local agencies, organizations, and individuals, upon filing a request with the TCC Secretary, will be informed of the time, date, and location of all meetings of the TCC and may attend meetings.

Notification will also be furnished to any private transportation operator, upon receipt of a request.

The TCC shall meet in accordance with schedules set forth in the TCC Bylaws. The Chairperson may cancel a regular meeting if there is insufficient business on the TCC's tentative agenda.

The Board and the Technical Coordinating Committee (TCC), as well as any established sub-committees are responsible for carrying out the provisions on North Carolina G.S. Chapter 143, Article 33C regarding open meetings, and Chapter 132 regarding public records. A quorum is required for transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the TAC or TCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. An alternate may be appointed to attend meetings should the member not be able to attend. Alternates should be identified by name on the meeting attendance log. Vacant seats will not count against the quorum. Electronic meetings and voting are allowed as long as proper public notice is given and meeting materials are available to the public upon request. Any member who does not attend two consecutive TCC/TAC meetings will not be included as part of the membership needed to obtain a quorum after the second meeting. Membership, however, is immediately reinstated by the presence of the most recently appointed member (or his alternate) at any future meeting.

P. Administrative coordination for the GHMPO and for the TCC will be performed by the Western Piedmont Council of Governments Planning Director, who shall report to the Chair of the GHMPO. Administrative support shall be furnished by the Western Piedmont Council of Governments' planning staff. The Planning Director shall supervise additional GHMPO staff as necessary and approved in the annual work program. The Planning Director will serve as the Secretary for the GHMPO and TCC with the responsibility for such functions as follows:

1. Arranging meetings and agendas
2. Maintaining minutes and records
3. Maintaining Policy Manual
4. Preparing a Prospectus and Planning Work Program (PWP)
5. Assembling and publishing the Transportation Improvement Program
6. Serving as custodian of the Metropolitan and Comprehensive Transportation Plans
7. Collecting from local governments, certified and sealed minutes and resolutions that document transportation plan revisions and submitting these for mutual adoption by the North Carolina Department of Transportation annually or more often if deemed necessary by the GHMPO or local governments involved
8. Monitoring the transportation planning process to ensure its execution is in accordance with goals and objectives
9. Performing other coordinating functions as assigned by the GHMPO from time to time
10. Taking lead responsibility for structuring public involvement in the transportation planning process
11. Preparing the quarterly PL Expenditure Report

The Planning Director shall be hired by the Western Piedmont Council of Governments.

Q. All transportation and related Federal Aid planning grant funds available to promote the cooperative transportation planning process will be expended in accordance with the Planning Work Program adopted by GHMPO. As part of the development of the Planning Work program, the MPO shall review the process for sharing the funding of MPO activities and establish funding responsibility for each local government.

Administration of funding in support of the transportation planning process on behalf of the GHMPO will be conducted by Western Piedmont Council of Governments, the lead planning agency, which will execute appropriate agreements with funding agencies as provided by the Planning Work Program.

SECTION II. Subscribing agencies to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 30 calendar days written notice to the GHMPO Chairperson prior to the date of termination. When annexation occurs and member municipality boundaries extend beyond the adopted urbanized area boundary, the new boundaries will automatically become part of the urbanized area and will be so designated on the Transportation Plan within 60 calendar days of the annexation. After two (2) years from the date of adoption of this document, the terms of this agreement will be evaluated by the participating members. It is further agreed that these agencies will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus. Additionally, these agencies shall coordinate zoning and subdivision approval in accordance with the adopted Transportation Plan.

SECTION III. In witness whereof, the Secretary of Transportation on behalf of the North Carolina Department of Transportation has signed this Memorandum of Understanding and the other parties have adopted this Memorandum of Understanding.

DEPARTMENT OF TRANSPORTATION

By _____
Secretary of Transportation

c. A request for the Board to enter into a Right of Way Encroachment Agreement with the North Carolina Department of Transportation (NCDOT) for a Non-Utility Encroachment on Primary and Secondary Highway, for the purpose of placing additional signage on Rocky Ford Road for the Landfill and Blackburn Convenience Center. In May 2015, concerns were expressed that the Blackburn Convenience Center and Blackburn Landfill have inadequate signage. It was requested that better signage be added at the Convenience Centers at each bin identifying what goes where and to improve directional signage of where to turn into the Landfill. Staff met with Mr. John Isenhour of Republic Services and visited the Blackburn Convenience Center to discuss improved signage needs. In addition, Landfill staff met with County Maintenance staff who received NCDOT requirements for signage design at the Landfill which includes the requested Right of Way Encroachment Agreement. When completed, an application with drawings will be submitted for approval to NCDOT to install signs on the road right-of-way that will provide improved directions for the Landfill and Convenience Center. With this approval, staff will start making the signs. Planned signs will have arrows indicating "Landfill Entrance" and "Blackburn Convenience Center". One sign will face west on Rocky Ford Road to be seen when approaching from Hickory Lincolnton Highway. Another will face east on Rocky Ford Road to be seen when approaching from Startown Road. Signs within the Landfill property will direct citizens to various recycling points.

Chair Isenhour asked if any Commissioner wished to break an item out of the consent agenda for individual consideration. None was requested. Commissioner Hunsucker made a motion to approve the consent agenda. The motion carried unanimously.

10. Departmental Report:
A. Library.

Library Director Suzanne White presented a request for the Board to accept and appropriate grant funds in the amount of \$117,919 to the Catawba County Library from six separate grants: Library Services Technology Act (LSTA) Literacy and Lifelong Learning Grant; LSTA Project Access and Digitization Grant; LSTA EDGE Initiative Grant; Latino Americans/American Library Association/National Endowment for the Humanities Grant; National Endowment for the Arts; and Catawba County United Arts Council BIG READ Grant.

On June 15, 2015, the Board adopted the Catawba County Library Strategic Plan that lays out priorities for 2016 through 2019. Three major goals embedded in the strategic plan, driven by the results of a comprehensive community needs assessment and intensive input process, include: 1) As a Community Center of Excellence, Fuel Citizens' Passion for Reading, Personal Growth and Learning; 2) Innovate to Provide 21st Century Access that Empowers Citizens; and 3) Library Anytime, Anywhere: Expand Citizens' Access to Information and Ideas.

With increased reliance on libraries during times of economic downturn, the plan focuses on enhancing County libraries' role in serving as community centers, increasing libraries' capacity to provide the technology, digital resources and personnel to bridge the digital divide for citizens, and increasing outreach and collaboration in the community to engage and empower citizens with resources, services and collections. To that end, the Library has already begun leveraging resources towards some of these strategies, pursuing and securing several grants that advance specific strategies in alignment with the overarching strategic plan, as follows:

Priority Strategy #3: Creation of TechConnect spaces to expose citizens to state-of-the-art technologies while ensuring underserved populations have access. To get this initiative started, the Library secured the **LSTA Literacy and Lifelong Learning grant from the State of North Carolina in the amount of \$20,495** to create one digital learning space for citizens to get hands-on experience working with emerging technologies. Through this grant, the Library will aid citizens in improving their digital literacy and obtaining real-world experience with professional design and engineering tools. The Western Piedmont Council of Governments will partner by imbedding a

career specialist at the Library four hours per week, providing career guidance and training to citizens. The library will draw on local engineering expertise through a partnership with the Manufacturing Solutions Center, offering access to professional tools, software applications and training. The grant requires a local match of \$2,049, which will be funded from the Library reinventing budget.

Priority Strategy #4: Conduct literacy outreach activities to ensure children start school ready to learn and positioned to excel; enhance and support active learning for children. To this end, the Library secured the **LSTA EDGE Initiative grant in the amount of \$5,000**, with no match required, to address the early digital literacy of its youngest patrons with the purchase of a Smart Table (touch screen computer table) preloaded with interactive educational software. This project contributes toward the following Library outcome: *Catawba County pre-school children participating in the Library's early literacy programs will be better prepared for school and their caregivers will be better equipped to develop their vital early literacy skills.*

Priority Strategy #5: Conduct Adult Outreach / Programming to bring library resources to where people are, including non-traditional locations and targeting underserved audiences. While it is not possible to fully implement this initiative without additional staff resources, the Library is being creative in identifying one-time initiatives and securing grant funding to begin moving in the desired direction. The Library secured the **National Endowment for the Arts grant in the amount of \$11,800** to partner in the community for a Big Read, a countywide reading initiative to encourage the community to rediscover the classic novel "To Kill a Mockingbird" and engage in its themes of morality and racial equity. This program is being conducted in partnership with libraries of Lenoir-Rhyne University and CVCC, Hickory Public Library, Green Room Theatre and Catawba County Historical Society. A keynote speaker, several book discussions throughout the community, theater performances and history exhibits are all part of this program. Free copies of the book will be distributed throughout the county. The grant requires a local match of \$11,800 which will be matched with Library and partner agencies' in-kind contributions. Additionally, the Library secured a **Catawba County United Arts Council grant of \$5,000**, with no required match, to augment the project with extra copies of the book to distribute to the community.

Further, steps taken to strategically re-work existing positions have made it possible to carve out a part-time position to begin conducting Spanish language outreach and programming

Aligned with this strategy, the Library has secured the **\$3,000 grant from the American Library Association / National Endowment for the Humanities** to bring "Latino Americans", a nationwide public programming initiative that supports the exploration of the rich and varied history and experiences of Latinos, who have become the country's largest minority group (with over 50 million people). Grant funds will provide a guest speaker, art exhibit, six screenings of a Latino Americans Documentary, bilingual story time for children and a Halloween festival. This project contributes to the following Library outcome: *Catawba County citizens will have access to culturally and intellectually diverse opportunities to enhance their lifelong learning; as evidenced by at least 85 percent of adults who participate in Library programs or check out materials reporting that they have increased their knowledge or discovered culturally diverse or interesting reading or viewing materials.* There is no local match requirement for this \$3000 grant.

Priority Strategy #9: Create welcoming, vibrant, comfortable, and secure Library spaces to position branches as a desirable place for citizens to spend time. In pursuit of this strategy, the Library secured the **LSTA Project Access and Digitization grant in the amount of \$72,624** to install Radio Frequency Identification (RFID) technology at Claremont, Conover, Maiden, and Southwest branch libraries. RFID technology increases patrons' access to Library materials by improving inventory tracking, enhancing materials security, and enabling patrons to use self check in and checkout stations, which in turn increases staff productivity and frees up more time for staff to focus on improved individualized customer service. This project will complete the initiative started last fiscal year (also with the assistance of LSTA funding) to install this technology at Main, St. Stephens, and Sherrills Ford-Terrell branches. The grant requires a minimum \$24,208 match, which will be funded from the Library reinventing budget.

Commissioner Butler clarified that for \$117,919 in grant funds, a local match (not including in-kind services) was only \$26,257. Commissioner Barnes made a motion to accept and appropriate these grant funds; the motion carried unanimously. The following applies:

Revenue

110-810050-631912	\$20,495
LSTA Literacy and Lifelong Learning Grant	
110-810050-631911	\$72,624
LSTA Access Digitization Grant	
110-810050-631913	\$5,000
LSTA EDGE Initiative	
110-810050-631914	\$3,000
Latino Americans Project	
110-810050-631255	\$16,800
BIG READ Project	

Expenditure

110-810050-841059	\$20,495
Literacy and Learning	
110-810050-841058	\$72,624
Access and Digitization	
110-810050-841054	\$5,000
Edge Initiative	
110-810050-841064	\$3,000
Latino Americans Project	
110-810050-841056	\$16,800
BIG READ Project	

B. Planning and Parks.

Planning and Parks Director Jacky Eubanks request the Board approve a budget revision allocating \$250,000 received from The Village at Sherrills Ford, LLC for the Mountain Creek Park Project. The Board approved a Development Agreement between The Village at Sherrills Ford, LLC and Catawba County on April 20, 2015. Included in the agreement was a requirement for the Developer to donate \$500,000 to the County for the sole purpose of constructing improvements within Mountain Creek Park. The first payment was to be made within 30 days after the Agreement was recorded. The Village at Sherrills Ford, LLC made the first payment of \$125,000 on June 2, 2015. The second payment of \$125,000 is expected no later than May 4, 2016. Vice-Chair Beatty commented that she was hearing excitement from citizens regarding the return of a six day park schedule. She made the motion to approve this budget revision. The motion carried unanimously.

The following applies:

Revenue:

410-460100-681941	\$ 250,000
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Expenditures:

410-460100-988000-18020	\$250,000
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11. Other Items of Business: None.
12. Attorney's Report:
Assistant County Attorney Jodi Stewart requested the Board approve a Grant of Easement to Piedmont Natural Gas for the purpose of relocating a natural gas pipeline across the Justice Center property. A Piedmont Natural Gas ("PNG") pipeline must be relocated on the Justice Center property. Staff has been waiting on PNG to submit plans for the relocation of the line, and the plans were finalized last week. In an effort to keep the Justice Center project on schedule, staff requested the Board of Commissioners approve the easement in the same or substantially similar form and authorize Chairman Isenhower to execute the easement when the final attachments have been submitted by PNG. PNG will release to the County their existing easement that will no longer be used for a gas line. Commissioner Butler made a motion to approve the easement (in the same or substantially similar form) and authorize Chair Isenhower to execute the final easement. The motion carried unanimously.
13. Manager's Report. County Manager J. Thomas Lundy noted that County Employees Dawn Hughey, April Green and Jodi Stewart were observing the Board of Commissioners Meeting as a part of their participating in Leadership Academy.
14. Adjournment. Commissioner Hunsucker made a motion to adjourn at 10:05 a.m. The motion carried unanimously and the meeting adjourned.

Randy Isenhower, Chair
Catawba County Board of Commissioners

Barbara E. Morris
County Clerk