

**MINUTES OF A
REGULAR MEETING
OF THE JACKSON COUNTY
BOARD OF COMMISSIONERS
HELD ON
JANUARY 16, 2024**

The Jackson County Board of Commissioners met in a Regular Session on January 16, 2024, 6:30 p.m., Justice and Administration Building, Room A201, 401 Grindstaff Cove Road, Sylva, North Carolina.

Present: Mark A. Letson, Chairman	Darlene Fox, Interim County Manager
Todd Bryson, Vice Chair	John Kubis, Interim, County Attorney (Via Zoom)
Mark Jones, Commissioner	Angela M. Winchester, Clerk to the Board
John W. Smith, Commissioner	
Tom Stribling, Commissioner	

Chairman Letson called the meeting to order.

(1) **AGENDA**: Commissioner Stribling moved to approve the agenda. Commissioner Smith seconded the Motion. Motion carried.

(2) **MINUTES**: Commissioner Bryson moved to approve the minutes of a Regular Meeting of January 02, 2024. Commissioner Smith seconded the Motion. Motion carried.

(3) **CHAIRMAN'S REPORT**: Chairman Letson reminded the public to dial 9-1-1 for help finding shelter if they or someone they knew was without heat or homeless.

(4) **COMMISSIONER REPORTS**: None.

(5) **COUNTY MANAGER REPORT**: Ms. Fox reported:

(a) **Savannah Community Building**: The parking area upgrade project was completed at a total cost of \$4,536.

(b) **Inclement Weather**: She thanked Emergency Management, Emergency Services, the Sheriff's Office and Public Works for their work during the recent inclement weather events.

(6) **INFORMAL COMMENTS BY THE PUBLIC**:

(a) Steve Steinbrueck thanked the Board for consideration of the next steps for the proposed revisions to the Fontana Regional Library (FRL) Agreement. Face-to-face meetings between county managers and attorneys from all three counties was positive. He hoped they could clearly define any significant problems being experienced by patrons of the libraries.

(b) Geoffrey Hirsch stated his opposition to making changes to the existing FRL regulations. He requested the Board not interfere with what was working so well.

(c) Kathryn Ross stated she affirmed all that had been stated during public comment about FRL. She shared a quote from Benjamin Franklin, who was a co-founder of the Library Company in Philadelphia in 1731.

(7) CONSENT AGENDA:

(a) Ms. Fox presented the Finance Report for December, 2023 for approval.

(b) Brandi Henson, Tax Collector, presented the Tax Collector and Refund Reports for December, 2023, for approval.

Motion: Commissioner Stribling moved to approve the Consent Agenda. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.

(8) FLOCK SAFETY CAMERA CONTRACT: Sheriff Doug Farmer stated this item was presented to the Board at the work session. He presented a five-year contract payable annually and an updated quote to include two additional cameras:

General discussions were held.

Motion: Commissioner Bryson moved to approve the Flock Safety Camera Contract, as requested. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.

(9) ACCURATE CONTROLS, INC. – BVMS SYSTEM UPGRADE: Sheriff Farmer stated Accurate Controls, Inc. was the system in the detention facility. Recently, one of the control boards went down and they were informed since it was so antiquated, they may not be able to repair it again. He requested to upgrade their current Version 5 to Version 12 to avoid further issues with the system in the future. He provided the quote for Version 12, in the amount of \$125,500.

Commissioner Smith noted a section on the second page that stated, “*Accurate Controls, Inc. may adjust the contract price to reflect the revised actual cost of the labor and materials.*” He thought if they were providing a quote, they should know the price to install the equipment. This gave an open door to increase the price. Also, the date on the quote was October 17th. He thought they should get an updated quote.

Sheriff Farmer stated he would forward the contract to Mr. Kubis for review as well.
Informational item.

(10) ZERO TOLERANCE DRUG AND ALCOHOL TESTING POLICY: April Alm, Transit Director, stated this item was presented to the Board at the work session. The NC Department of Transportation, Immobility Mobility Division provided the latest Drug and Alcohol Policy template recommended by both Federal Transit Administration (FTA) and NCDOT Integrated Mobility Division.

The purpose of this policy was to establish guidelines to maintain a drug and alcohol-free workplace in compliance with the Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991. This policy was intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. Specifically, the FTA of the U.S. Department of Transportation published 49 CFR Part 655, as amended, that mandated urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there was a positive test result, or a refusal to test.

On May 2, 2023, the USDOT published an updated final rule with revisions to 49 CFR Part 40. This regulation was the USDOT's drug and alcohol testing regulation. The newly revised version of 49 CFR Part 40 became effective on June 1, 2023 and then later the updated template was provided in November based on the FTA's direction.

She requested approval of the county's Drug and Alcohol Testing Policy as presented.

Motion: *Commissioner Jones moved to approve the Transit Zero Tolerance Drug and Alcohol Testing Policy, as presented. Commissioner Bryson seconded the Motion. Motion carried by unanimous vote.*

(11) FY2024-2025 BUDGET CALENDAR: Ms. Fox stated this item was presented at the work session. She requested approval of the FY2024-2025 Budget Calendar as follows:

January 9	Regular Commissioner Work Session – Set budget calendar -1:00 pm
February 20	Commissioner's Budget Retreat at the Burrell Building SCC -10:00 am Regular Meeting at 6:30 pm
February 27	Manager's preliminary meeting with Departments and Offices
March 1	Nonprofit Grant Applications Disseminated
March 12	Special Called Budget Meeting-Revenue Discussions, if needed Work Session at 1:00 pm
March 22	All requests submitted to Finance
April 1	Nonprofit Grant Applications Due
April 9	Regular Commissioner Work Session –summary of all new requests -1:00 pm
April 17-26	Manager / Finance Budget Meeting with Departments and Agencies
April 29-May 6	Finance Officer inputs changes from Manager/Finance Budget Meetings
May 8-12	Manager finalizes recommendations / Finance/Manager finalize budget recommendations presentation
May 14	Regular Commissioner Work Session – Capital Projects, update on new requests- 1:00 pm
May 21	Regular Commissioner Meeting – Manager's Recommended Budget- 6:30 pm
May 23	Special called budget work sessions to hear presentations if needed (safety, education, non-profits, other departments) 9:00 am The last week in May could be utilized, if needed
June 4	Regular Commissioner Meeting – Budget Public Hearing - 6:00 pm
June 6-7	Special called budget meetings as needed to make final adjustments Work Session on June 11 th at 1:00 pm
June 18	Adoption of budget- 6:30 pm

Motion: *Commissioner Smith moved to approve the FY2024-2025 Budget Calendar, as presented. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(12) JOINT MEETING WITH THE BOARD OF EDUCATION: Ms. Fox stated she received a request from the School Superintendent to set a joint meeting with the Board of Education. She requested a joint meeting be set on February 8th at 6:00 p.m. at the Fairview Elementary School Media Center.

Motion: *Commissioner Stribling moved to set a joint meeting with the Board of Education on February 8th at 6:00 p.m. at the Fairview Elementary School Media Center, as requested. Commissioner Jones seconded the Motion. Motion carried by unanimous vote.*

(13) TAX ADMINISTRATION POSITION RECLASSIFICATION REQUEST:

Ms. Fox stated the NCVTS section of the Tax Administration Office had one Personal Property Appraiser I position at Grade 18. There were a total of three Personal Property Appraiser I positions. The License Plate Agency positions included one License Plate Technician at Grade 17 and one Motor Vehicle Manager at Grade 21.

She presented the following recommendations:

(a) Reduce Personal Property Appraiser I positions to two and increase License Plate Technician positions to two. Total positions would remain at Grade 17.

(b) Reclassify the current NCVTS Personal Property Appraiser I to Motor Vehicle Manager.

(c) Enroll the Motor Vehicle Manager in the following training sessions:

- February 5th – 9th Title Class
- February 12th – 16th Stars Class
- February 19th – 23rd LPA Specific Training
- February 26th – 29th LPA Open/Trainer on site

(d) Funds were available in the current budget to cover the changes and training sessions.

Motion: *Commissioner Smith moved to approve the Tax Administration Position Reclassification, as requested. Commissioner Stribling seconded the Motion. Motion carried by unanimous vote.*

(14) RESOLUTION IN SUPPORT OF FINANCING SUMMIT CHARTER SCHOOL IMPROVEMENTS R24-01: Chairman Letson had been recused from this item at the work session on October 10, 2023. He turned the meeting over to Vice Chair Bryson.

Ms. Fox stated the county would loan \$2.5 million to Summit Charter School under the authority of the legislation enacted in 2023. The loan would be due in three years with Summit Charter paying monthly interest payments at a rate of 5%. Summit Charter would receive interest on the unspent loan proceeds. The 5% rate matched the county's cash investment plan currently. There would be a Loan Agreement between the county and Summit Charter School.

She presented Resolution R24-01, authorizing county staff to deliver the Loan Agreement and take all appropriate actions to close the loan. The closing was scheduled for January 22nd. Summit Foundation would also execute the documents since it owned the intended site of the school and had the overall financial resources. A deed of trust would be executed giving the county a secured interest in the school site to secure the school payment obligation and a general guarantee of Summit School's obligations.

Summit School and Summit Foundation would also assign their construction agreements to the county so in case of default, the county had the option to complete the project. Summit School and Summit Foundation also modified the Foundation School lease to accommodate the county's security interest. She requested approval of Resolution R24-01 in support of financing Summit Charter School improvements.

Commissioner Stribling asked if March 1, 2027 was the date for the loan repayment.

Ms. Fox stated yes, that was correct.

Commissioner Smith stated there were discussions earlier that the \$2.5 million from the county would not be transferred until some improvements had already been made on the property.

Ms. Fox stated that was still the case.

Motion: *Commissioner Jones moved to approve Resolution R24-01 in support of the county financing Summit Charter School improvements, as presented. Commissioner Smith seconded the Motion. Motion carried by unanimous vote.*

Chairman Letson did not vote on this item.

(15) PRESS CONFERENCE: None.

There being no further business, Commissioner Smith moved to adjourn the meeting. Commissioner Bryson seconded the Motion. Motion carried and the meeting adjourned at 7:04 p.m.

Attest:

Approved:

Angela M. Winchester, Clerk to Board

Mark A. Letson, Chairman