
AGENDA
CUMBERLAND COUNTY BOARD OF COMMISSIONERS
REGULAR AGENDA SESSION
JUDGE E. MAURICE BRASWELL
CUMBERLAND COUNTY COURTHOUSE- ROOM 564
SEPTEMBER 11, 2025
1:00 PM

INVOCATION- Commissioner Glenn Adams

PLEDGE OF ALLEGIANCE

1. APPROVAL OF AGENDA
2. PRESENTATION
 - A. Soil and Water Stream Debris Removal Update
3. CONSIDERATION OF AGENDA ITEMS
 - A. Transfer of Governance of the FACVB to the TDA
 - B. Proposed Amendment to Rule 20 of the Board's Rules of Procedure
 - C. Crown Theatre and Arena Request for Qualifications and Proposals
 - D. Gillespie Street Parking Lot and Future Steps
 - E. County Courthouse Parking
 - F. Request to Waive the Vaccine and Administration Fee for COVID, Flu, and RSV
 - G. Proposed Changes to the Health Departments Billing Manual for Out of County Residents
 - H. NCDEQ Public Outreach for Natural Gas Alarm Distribution
4. OTHER ITEMS
5. MONTHLY REPORTS
 - A. Financial Report
 - B. Health Insurance Update
 - C. Grant Report
 - D. Capital Improvement Project Report
6. CLOSED SESSION:
 - A. Attorney Client Matter Pursuant to NCGS 143-318.11(a)(3)
 - B. Property Acquisition Pursuant to NCGS 143-318.11(a)(5)

ADJOURN

AGENDA SESSION MEETINGS:

October 9, 2025 (Thursday) 1:00 PM

November 13, 2025 (Thursday) 1:00 PM

WATCH THE MEETING LIVE

THIS MEETING WILL BE STREAMED LIVE THROUGH THE COUNTY'S WEBSITE, www.cumberlandcountync.gov. LOOK FOR THE LINK AT THE TOP OF THE HOMEPAGE.

THE MEETING WILL ALSO BE BROADCAST LIVE ON CCNC-TV SPECTRUM CHANNEL 5



SOIL AND WATER CONSERVATION DISTRICT

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: MITCHELL MILLER, SOIL AND WATER CONSERVATIONIST

DATE: 9/11/2025

SUBJECT: SOIL AND WATER STREAM DEBRIS REMOVAL UPDATE

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): MITCHELL MILLER, SOIL AND WATER CONSERVATIONIST

BACKGROUND

This presentation is a follow up to questions from the August 14th, 2025, Board of Commissioners Agenda Session. During the discussion on emergency preparedness, there was discussion regarding stream debris removal in Cumberland County. This presentation is an update from the Cumberland County Soil and Water Conservation District regarding stream debris removal and protection programs in Cumberland County.

RECOMMENDATION / PROPOSED ACTION

For Informational Purposes Only.

ATTACHMENTS:

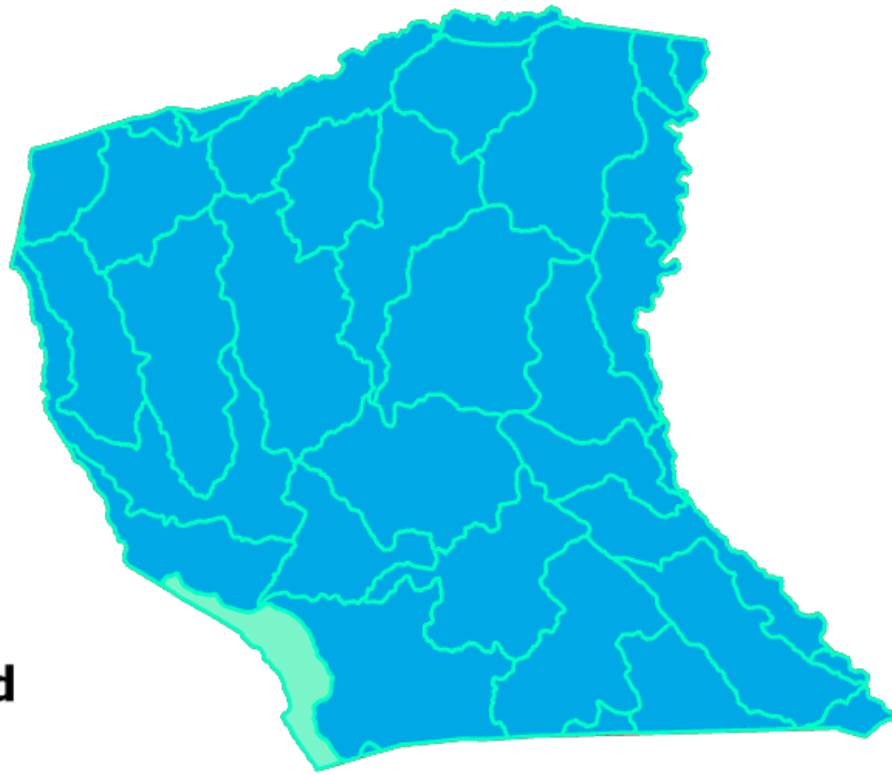
Description	Type
Soil and Water Stream Debris Removal Update	Backup Material

**Cumberland Soil and
Water Conservation
District
Stream Debris Removal
Update**

By: Mitchell Miller – Soil Conservationist



Cumberland County Watersheds



Legend

RiverBasin

- Cape Fear
- Pee Dee (Lumber)
- Cumberland Watersheds

35 Watersheds in Cumberland

- 34 in Cape Fear River Basin
- 1 in Pee Dee River Basin (Lumber)

Cumberland County is Approximately 658.57 Square Miles

- 645.63 Square Miles (98%)– Cape Fear River Basin
- 12.94 Square Miles (2%)– Pee Dee River (Lumber) Basin

Streams In Cumberland County

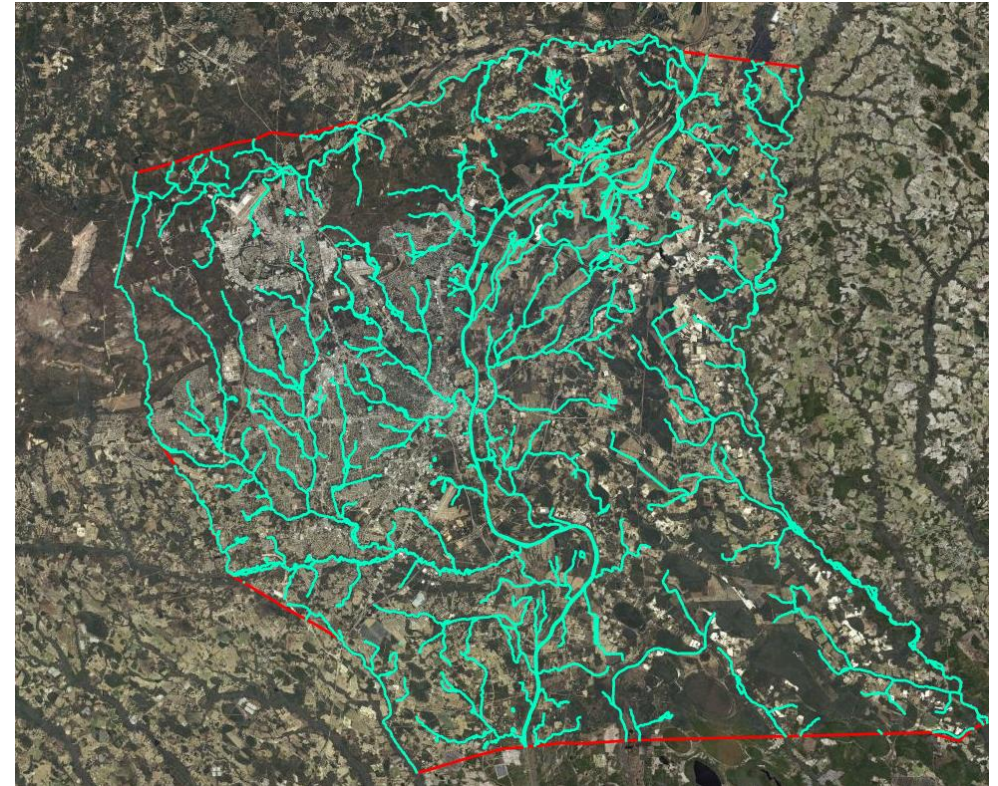
Total Stream Linear Footage Cumberland County
4,693,226 Linear Feet of Streams.

Some of the streams may or may not be mapped
so as we work on Streams we figure out how
they flow, and gain a better understanding.

Typically all drainage issues we get start with a
phone call.

Legend

 Cumberland Streams



Stream Debris Removal



STREAMFLOW REHABILITATION IS CRUCIAL TO THE WATERWAYS OF CUMBERLAND COUNTY. OUR GOAL IS TO REMOVE VEGETATIVE DEBRIS TO KEEP OUR WATERWAYS FLOWING FREELY! FUNDING TO ASSIST WITH DEBRIS REMOVAL INCLUDES THE STREAMFLOW REHABILITATION ASSISTANCE PROGRAM (STRAP), AND THE EMERGENCY WATERSHED PROTECTION PROGRAM (EWP).

Streambank Stabilization

Before Streambank Stabilization

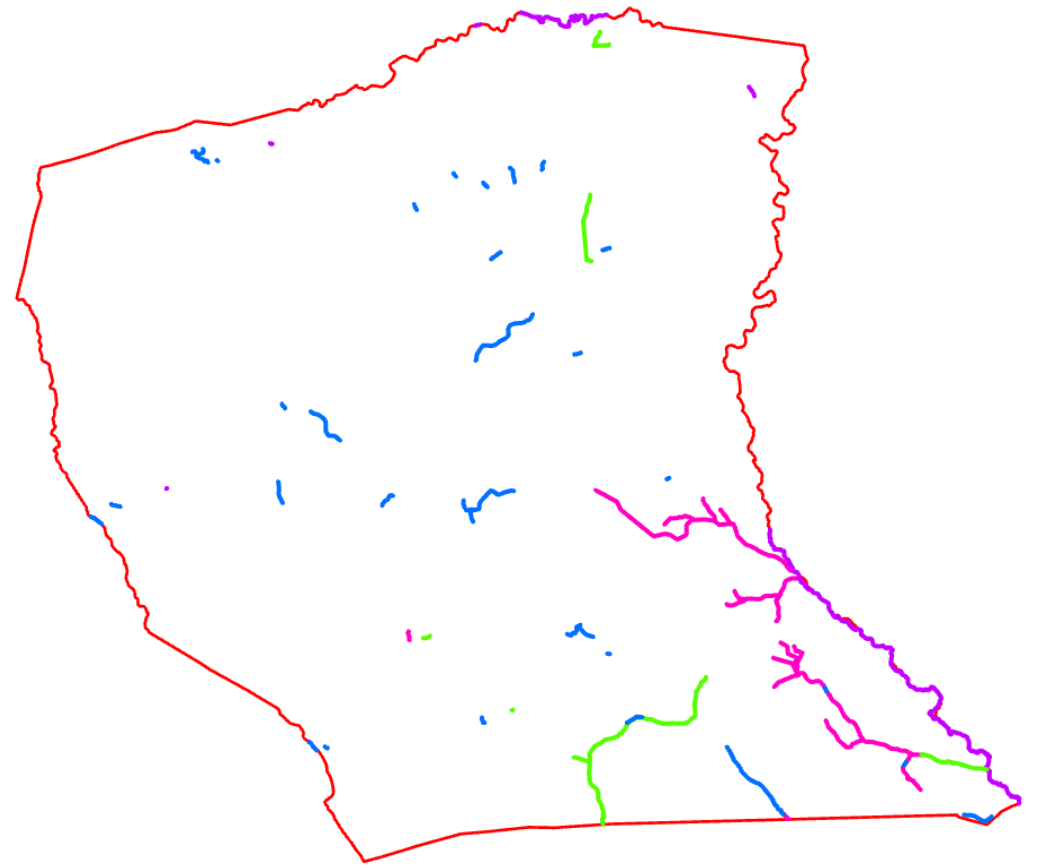


After Streambank Stabilization



Stream Debris Removal Projects – 2018 - 2025

- From 2018 - 2025 the Cumberland SWCD has removed vegetative debris from 181,288 Linear Feet of streams, creeks and rivers.
- In 2024, the Cumberland SWCD funded a Streambank Stabilization project in the Town of Wade.
- Approximately 181,288 of the 4,693,226 have been completed. (3.8% of Canals Cleaned)
- A lot of work to do! (We have a plan)

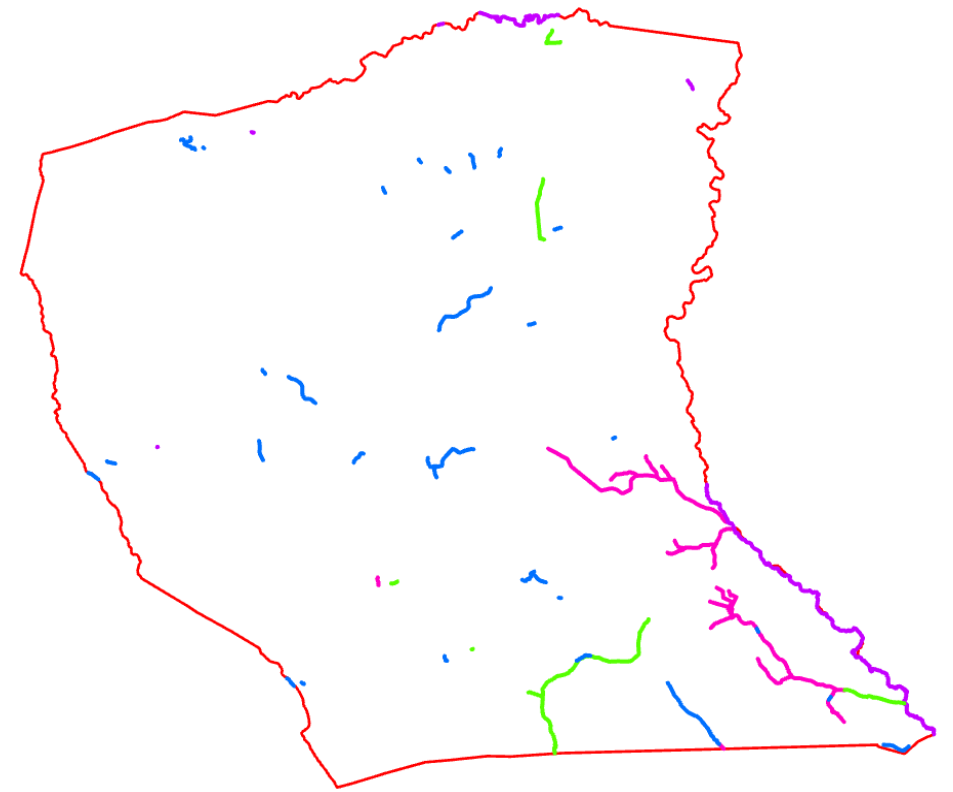


Legend

- Completed EWP
- Completed STRAP
- Planned EWP
- Planned STRAP

Stream Debris Removal Projects – 2018 - 2026

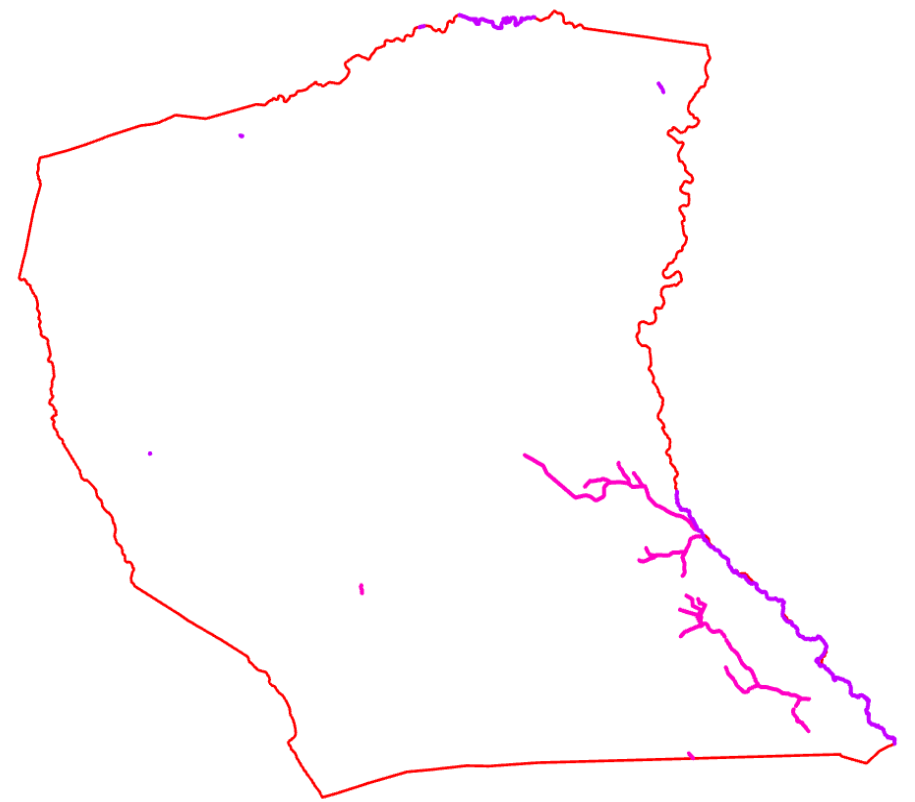
Year	Funding
2018 – Hurricane Matthew Stream Debris Removal	\$508,292 (Completed)
2019 – Hurricane Florence EWP	\$1,500,831 (Completed)
2022 – Streamflow Rehabilitation Assistance Program Allocation	\$249,014 (Completed)
2025 – Streamflow Rehabilitation Assistance Program Allocation	\$122,234 (Completed)
2026 – TS Debby (Approved)	\$1,642,991 (Currently Awaiting FA/TA Agreement)
TOTAL:	\$2.38 Million (Previously Received) \$1.64 Million (NRCS and County Approved for TS Debby)



Legend

- Completed EWP
- Completed STRAP
- Planned EWP
- Planned STRAP

Future Project Goals....

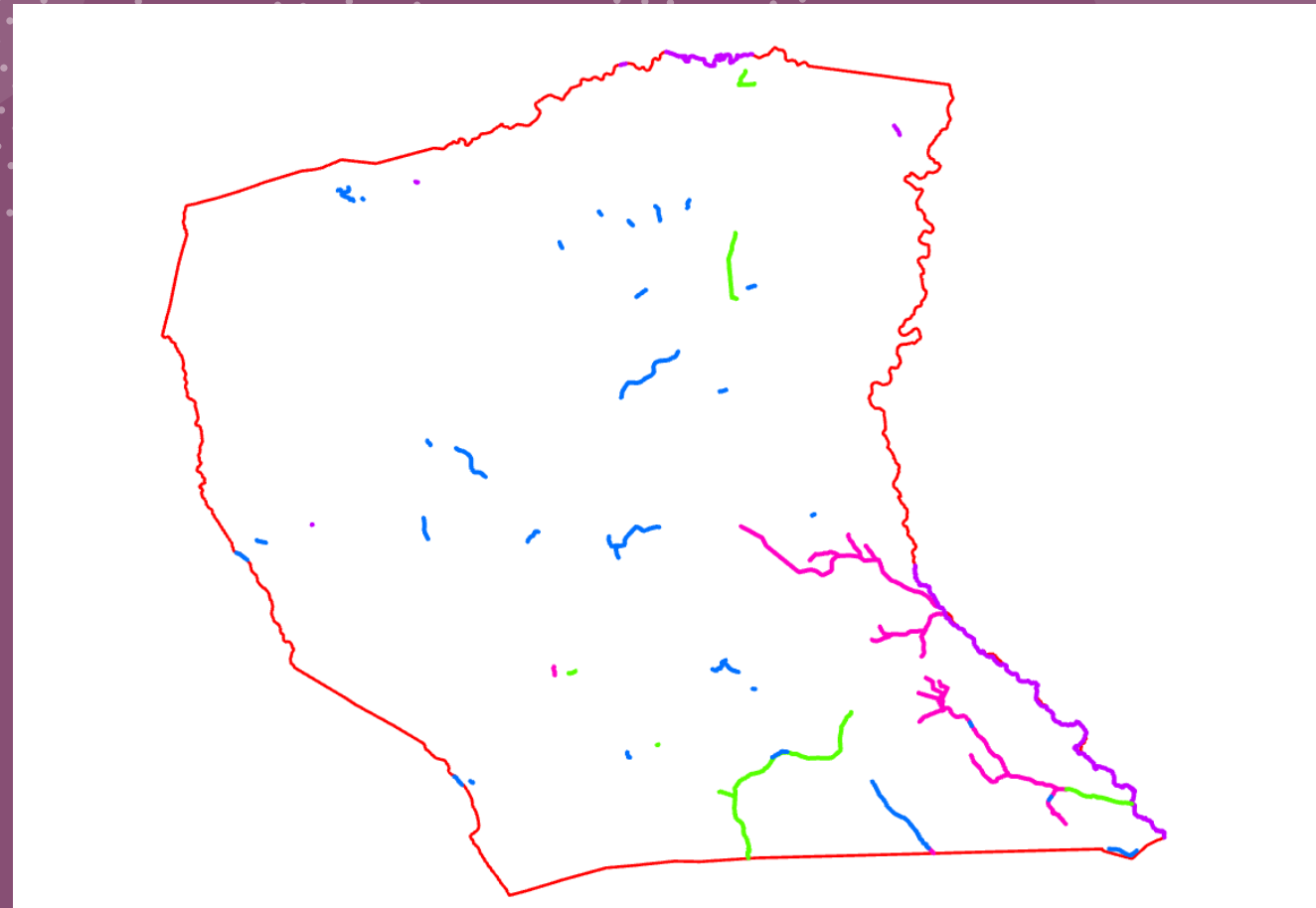


Legend

- Completed EWP
- Completed STRAP
- Planned EWP
- Planned STRAP

Year	Funding
FY2026 StRAP (Waiting on State to Release Funding)	Complete Beaver Dam Creek and Tributaries
FY2026 EWP	Complete work on Lower Little River and South River
FY2027 StRAP	Gum Swamp Canal
FY2028 StRAP	Sandy Creek

Overall Map of Stream Debris Removal in Cumberland County



Years	Total Funding Received (All Programs)
2018 - Present	4.02 Million

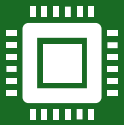
Legend

- Completed EWP
- Completed STRAP
- Planned EWP
- Planned STRAP

Future Goals



Continue to listen to the needs of the public.



Map and gain a better understanding of Cumberland County waterways. Be ready to ask for the funding! (Maps and Evidence ready to go)



Continue to apply to receive state and federal funding for resources to assist the Cumberland SWCD in accomplishing our goals.

Thank you!

- Thank you for the funding that you provided us with after Tropical Storm Debby!
- Thank you to the Cumberland County Board of Commissioners for your support of the Cumberland Soil and Water Conservation District!

Contact Information:

Mitchell Miller

Soil and Water Conservationist

Cumberland SWCD

Phone: (910)849-7293

Email: mmiller@cumberlandcountync.gov





OFFICE OF THE COUNTY ATTORNEY

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: COUNTY ATTORNEY

DATE: 8/26/2025

SUBJECT: TRANSFER OF GOVERNANCE OF THE FACVB TO THE TDA

Requested by: TOURISM DEVELOPMENT AUTHORITY

Presenter(s): COUNTY ATTORNEY

BACKGROUND

At the meeting on June 6, 2025, the Board of Directors of the FACVB adopted the attached amendments to its articles of incorporation and bylaws to dissolve the FACVB's Board of Directors and replace it with the governing board of the Cumberland County Tourism Development Authority effective July 1, 2025. The minutes of that meeting are attached. The last section of the current bylaws, entitled "Amendments," states that Article IV and the Amendments section cannot be amended without the approval of the Board of County Commissioners. Although this section references Article IV, the Board of Commissioners does not exercise any authority in Article IV. The authority of the Board of Commissioners to appoint five of the members of the Board of Directors is in Article III. The current bylaws are also attached.

The Board of Commissioners created the FACVB as a nonprofit corporation in 1997 to take on the duties of the county department that was then providing the services undertaken by the FACVB as a nonprofit corporation. The board's Policy Committee recommended the FACVB's original bylaws to the Board of Commissioners by action February 20, 1997. The Board of Commissioners approved the Policy Committee's recommended bylaws March 17, 1997, but the bylaws that were approved by the board were not included in the minutes. The original bylaws could not be found by the county attorney or the clerk to the board.

RECOMMENDATION / PROPOSED ACTION

The TDA requested the Board of Commissioners to approve these amendments to allow the TDA become the Board of Directors of the FACVB. The county attorney advises that it is essential to maintain a Board of Directors for the FACVB as a corporation.

ATTACHMENTS:

Description	Type
FACVB MINUTES 6-6-25	Backup Material
Amendment to Articles of Incorporation	Backup Material
Amendment to Bylaws	Backup Material
FACVB BYLAWS 6-6-25	Backup Material



Board of Directors Special Meeting Minutes

June 6, 2025, 12:00 PM

Via GoTo Meeting & Teams Video Conference

Roll Call

Voting Board Members Present:

- Manish Mehta
- Seth Benalt
- Sally Shutt
- Byron McNeill
- Sheba McNeil
- Michelle Williams
- RaShawn Moore
- Lily Schmidt
- Jodi Phelps

Voting Board Member Not Present:

- Nathan Ernst – Proxy Vote Submitted and attached
- Michelle Skinner

Ex-Officio Members Present:

- Nat Robertson
- Renee Lane

Others Present:

- Staff - Devin Heath
- Diane Rice, Cumberland County

Call to Order

Ms. McNeil called the DistiNCtly Fayetteville Board of Directors Meeting to order at 12:09 pm. A quorum was met with nine voting members present.

Old Business

Ms. McNeil recapped that the order of business was to correct the previously made motion at the May 21, 2025 meeting.

Ms. McNeil requested the board "To move to amend the bylaws and articles of incorporation to obtain the organizational transition of DistiNCtly Fayetteville, legally known as the Fayetteville Area Convention

& Visitors Bureau, Inc. to the Tourism Development Authority at midnight on June 30, 2025. This action will give the Cumberland County Tourism Development Authority, known as the TDA legal control of the DistiNctly Fayetteville organization and it's operations and all assets."

Mr. Benalt motioned to approve, and Mr. Moore seconded the motion. The motion received 8 votes in favor with votes from Ms. McNeil, Mr. Benalt, Ms. Shutt, Mr. Mehta, Mr. Moore, Ms. Phelps, Ms. Williams, and Mr. Ernst (by proxy). There was 1 vote against the motion by Mr. McNeill and 1 unavailable to vote, Ms. Schmidt. The motion passed at 8 votes in favor and 1 vote against the motion.

Ms. McNeil requested a separate action, "To amend the bylaws and articles of incorporation to dissolve the current DistiNctly Fayetteville Board of Directors, legally known as the Fayetteville Area Convention and Visitors Bureau and replace it with the Board of Directors of the Tourism Development Authority, with the transition on June 30th, 2025. I would also ask the board to allow myself as chair to work with Mr. Heath and their attorneys and the TDA board to ensure a smooth transition of the organization."

Mr. Benalt motioned to approve, and Mr. Moore seconded the motion. The motion received 9 votes in favor with votes from Ms. McNeil, Mr. Benalt, Ms. Shutt, Mr. Mehta, Mr. Moore, Ms. Phelps, Ms. Williams, Mr. McNeil, and Mr. Ernst (by proxy). There was 1 unavailable to vote, Ms. Schmidt. The motion passed unanimously.

Adjournment

Mr. Benalt motioned to adjourn the meeting at 12:25, and Ms. Williams seconded. All approved, and the Board Meeting was adjourned at 12:26 pm.

Attachment: Nathan Ernst Proxy Form

Proxy Form
Fayetteville Area Convention and Visitors Bureau, Inc.
(the "Company")

The undersigned hereby irrevocably constitutes and appoints SHEBA MCNEIL their attorney-in-fact and proxy for the sole purpose of casting the vote allocated to the undersigned as a member of the Board of Directors of the Company (the "Board") on all matters submitted to vote at the Meeting of the Board on the 6 day of JUNE, 2025.

This the 6 day of JUNE, 2025.

Nathan K Ernst

Print Name: NATHAN K. ERNST

FIRST AMENDMENT TO THE ARTICLES OF INCORPORATION
OF THE FAYETTEVILLE AREA CONVENTION & VISITORS BUREAU, INC.
(THE “CORPORATION”)

This First Amendment to the Articles of Incorporation of the Fayetteville Area Convention & Visitors Bureau, Inc. D/B/A Distinctly Fayetteville (the “Corporation” or “FACVB”) is made and effective as of the date set forth below.

WHEREAS, the Corporation is a non-profit corporation organized and existing under the laws of the State of North Carolina; and,

WHEREAS, the Corporation desires to amend its Articles of Incorporation as set forth herein; and,

WHEREAS, the Corporation’s Board of Directors approved this Amendment on June 6, 2025, by affirmative vote of two-thirds (2/3) of the Board of Directors, with eight (8) of the eleven (11) Board Members voting in favor, as reflected by the Board’s meeting minutes and as confirmed by the signature of the Corporation’s Chairperson of the Board of Directors below; and,

WHEREAS, this Amendment was approved by the Cumberland County Board of Commissioners on _____, 2025, as reflected by the Board of Commissioners’ meeting minutes and as confirmed by the Chairperson of the Board of Commissioners below.

NOW, THEREFORE, the Articles of Incorporation of the Corporation are hereby amended as follows, effective as of the date set forth below.

1. Paragraph number 5, and each of its subparts, is deleted in its entirety, and replaced as follows:

“5. The directors of the corporation shall be composed of the same directors as those who occupy the Cumberland County Tourism Development Authority (“TDA”) Board of Directors.

2. Paragraph number 9 is deleted in its entirety.

This Amendment is effective as of the date set forth below.

Approved as of the ____ day of _____, 2025.

Sheba McNeil, Chairperson
FACVB Board of Directors

Kirk deViere, Chairman
Cumberland County Board of Commissioners

FIRST AMENDMENT TO BYLAWS
OF THE FAYETTEVILLE AREA CONVENTION & VISITORS BUREAU, INC.
D/B/A DISTINCTLY FAYETTEVILLE
(THE “CORPORATION”)

This First Amendment to Bylaws of the Fayetteville Area Convention & Visitors Bureau, Inc. D/B/A Distinctly Fayetteville (the “Corporation” or “FACVB”) is made and effective as of the date set forth below.

WHEREAS, the Corporation is a non-profit corporation organized and existing under the laws of the State of North Carolina; and,

WHEREAS, the Corporation desires to amend its Bylaws as set forth herein; and,

WHEREAS, the Corporation’s Board of Directors approved this Amendment on June 6, 2025, by affirmative vote of two-thirds (2/3) of the Board of Directors, with eight (8) of the eleven (11) Board Members voting in favor, as reflected by the Board’s meeting minutes and as confirmed by the signature of the Corporation’s Chairperson of the Board of Directors below; and,

WHEREAS, this Amendment was approved by the Cumberland County Board of Commissioners on _____, 2025, as reflected by the Board of Commissioners’ meeting minutes and as confirmed by the Chairperson of the Board of Commissioners below.

NOW, THEREFORE, the Bylaws of the Corporation are hereby amended as follows, effective as of the date set forth below.

1. Article III, Directors, is deleted in its entirety, and replaced as follows:

Article III

Directors

- Section 1.** **General Powers:** The business of the Corporation shall be managed by its Board of Directors.
- Section 2.** **Composition:** The Board of Directors for the Corporation shall be composed of the same Board Members as those Board Members who occupy the Cumberland County Tourism Development Authority (“TDA”) Board of Directors.
- Section 3.** **Term:** Each Member shall serve a term as established by the TDA at the time of their appointment. The term may not exceed three (3) years. No Member shall serve more than two (2) consecutive terms.

Section 4. Board Member Responsibilities: While at Board meetings and functions representing the Corporation, Board Members have a duty to subordinate personal and professional interests to the welfare of the Corporation and Cumberland County. All Board Members should seek to avoid any conflict between their respective personal and professional interests and the interest of the Corporation in all actions taken by them on behalf of the Corporation.

Approved as of the _____ day of _____, 2025.

Sheba McNeil, Chairperson
FACVB Board of Directors

Kirk deViere, Chairman
Cumberland County Board of Commissioners

CUMBERLAND COUNTY, NC

 FAYETTEVILLE

CONVENTION AND VISITORS BUREAU


DISTINCTLY
FAYETTEVILLE

By-Laws

245 Person Street
Fayetteville, North Carolina 28301
www.distinctlyfayettevillenc.com Visit Fayetteville NC

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Article I

OFFICE

- Section 1.** **Name:** This Corporation shall be known as the Fayetteville Area Convention and Visitors Bureau, Inc., [doing business as DistiNCtly Fayetteville.](#)
- Section 2.** **Principal Office:** The principal office of the Corporation shall be located at 245 Person Street, Fayetteville, North Carolina 28301.
- Section 3.** **Registered Office:** The registered office of the Corporation required by law to be maintained in the State of North Carolina may be, but need not be, identical to the principal office. Until otherwise changed by the Board of Directors, the registered office shall be 245 Person Street, Fayetteville, North Carolina 28301.

Article II

PURPOSE

To position Cumberland County as a destination for conventions, tournaments, and individual travel and to engage in any lawful act or activity for which non-profit corporations may be organized under Chapter 55A of the North Carolina General Statutes. In so doing, the Corporation shall have all powers granted under Chapter 55A of the North Carolina General Statutes.

Article III

DIRECTORS

- Section 1.** **General Powers:** The business affairs of the Corporation shall be managed by its Board of Directors.
- Section 2.** **Number of Board Members:** The number of members constituting the Board of Directors shall be eleven (11). The Board of Directors shall also have 8 non-voting ex-officio members.
- Section 3.** **Composition:** Said Board of Directors shall be comprised of the following individuals:
- (a) the County Manager or **his/her** designee,
 - (b) the City Manager of the City of Fayetteville or his/her designee,

- (c) the Director of the Crown Complex or his/her designee,
- (d) one representative nominated by hotels and motels within the County of Cumberland which have fewer than 100 rooms and appointed by the County Commissioners,
- (e) one representative nominated by hotels and motels within the County of Cumberland, which has in excess of 100 rooms and appointed by the County Commissioners,
- (f) one business representative within the County of Cumberland operating an attraction, restaurant, or other local business affected by the Tourism Industry elected by the County Commissioners,
- (g) two at-large members, appointed by the County Commissioners which are representative of one or more of the following groups:
 - (1) arts/cultural community,
 - (2) business community,
 - (3) military and has a demonstrated interest in travel and tourism in the County,
 - (4) business affected by tourism industry
- (h) one representative with hotels and motels within the County of Cumberland which has rooms subject to Occupancy Taxes and with meeting space excess of 6,000 square feet which shall be elected by the Board of Directors, [by removing the cap of meeting space, this opens the seat up to other hotels in Cumberland County].
- ~~(i) one representative of a hotel or motel within the County of Cumberland which has rooms subject to Occupancy Taxes and shall be elected by the Board of Directors,~~
- ~~(j)~~ (i) ~~one~~ two business representatives within the County of Cumberland operating an attraction, restaurant, or other local business affected by the Tourism Industry elected by the Board of Directors,
- ~~(k)~~ (i) Ex-officio positions require reciprocal board positions. Non-voting ex-officio positions are:
 - Tourism Development Authority Liaison
 - President of the Fayetteville Area Hospitality Association
 - President of the Greater Fayetteville Chamber of Commerce

President of the Cool Spring Downtown District

President of the Airborne and Special Operations Museum [this needs to be added to the By-Laws, seat is currently an ex-officio position].

President of the Fayetteville Cumberland County Economic Development Corporation

Past Chair of the Corporation

One (1) position at the Board of Director's discretion.

~~(f) The County Commissioners shall designate a Commissioner Liaison to a non-voting position.~~

Section 4. Appointment:

a. Board of Directors appointed positions can be appointed for 2 – three-year terms, but subject to re-appointment after the first term,

~~(m)~~ b. Board of Directors appointed positions can be reappointed after completion of their 2 – three-year terms after a minimum of two years has passed.

~~(n)~~ c. no hotel/motel or corporation or business group owning or managing several motels/hotels in the County of Cumberland shall have more than two members on the Board of Directors at any one time,

~~(o)~~ d. in making selections to the Board of Directors, particular attention should be made to enhancing the ethnic and gender diversity of the Board of Directors,

~~(p)~~ e. members of the Board of Directors do not need to be members of the Corporation,

~~(q)~~ f. vacancies on the Board of Directors will be filled within sixty (60) days of the vacancy by the appropriate body as outlined in Article IV of these By-Laws,

~~(r)~~ g. Members of the Board of Directors shall be owners, general managers, or top executives

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Section 5. Board Member Responsibilities

While at board meetings and functions representing the Fayetteville Area Convention & Visitors Bureau, Board Members have a duty to subordinate personal interests to the welfare of the Corporation and Cumberland County. Conflicting interests may be financial, personal relationships, status, or power. All Board Members should seek to avoid any conflict between their respective personal and financial interests (including professional or other business interests) and the interests of the Corporation in any and all actions taken by them on behalf of the Corporation in their respective capacities.

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Article IV**MEETINGS**

Section 1. Annual Membership Meeting: An annual meeting of the members of the Corporation, shall be held in January-September each year or at such other time as the Board of Directors may designate.

Section 2. Annual Meeting of the Board of Directors: An annual meeting of the Board of Directors shall be held during the month of January-May each year at a date, time, and place to be decided upon by the Board of Directors or, in the absence of action by the Board of Directors, at the principal office of the Corporation.

Section 3. Regular and Special Meetings: The Board of Directors shall have regular meetings quarterly on the fourth Wednesday on the third Wednesday of every other month (starting in January) unless there is not sufficient business to warrant a meeting. Special meetings of the Board of Directors may be called by or at the request of the President, Chairman, Vice-Chairman, Secretary, Treasurer, or any two directors. Such meetings shall be held at the corporate office within the County of Cumberland or at such place as may be from time to time approved by the Board of Directors. Meetings of the Board of Directors or any committee thereof may be conducted by conference telephone, videoconference or other electronic communication that supports visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings of the Board of Directors shall be subject to all rules adopted by the Board of Directors, to govern them, which may include any reasonable limitations on and requirements for Board of Directors' participation.

Section 4. Notice of Meetings: Annual or regular meetings of the Board of Directors may be held upon five (5) days' notice. The person or persons calling a special meeting of the Board of Directors shall, at least twenty-four (24) hours before the meeting, give notice thereof by the usual means of communication. Such notice of a special meeting shall specify the purpose for which the meeting is being called.

Section 5. Waiver of Notice: Any Director may waive notice of any meeting. The attendance by a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6. Quorum: A majority of the number of persons serving as Directors, ~~or a majority of Executive Committee members~~ at any time, shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 7. Manner of Acting: Except as otherwise provided in these By-Laws, action by a majority of the Directors present at a meeting in which a quorum is present shall be an act of the Board of Directors.

Section 8 Executive Committee. The Executive Committee shall be comprised of the Chairman of the Board, Vice Chairman, Secretary, and Treasurer. The Chairman of the Board will serve as Chairman of the Executive Committee. The Executive Committee coordinates the activities of the Board of Directors, evaluates the President's performance, ~~and exercises the authority of the Board of Directors when a quorum of board members cannot be established for a regular or specially called meeting.~~ Any actions taken by the Executive Committee shall be reported to the full board at the next board meeting. The Executive Committee will not have authority to:

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- (a) rescind any action taken by the Board of Directors,
- (b) amend or repeal Articles of Incorporation or By-Laws,
- (c) merge, consolidate, or voluntarily dissolve the Corporation,
- (d) sell, lease, exchange, mortgage, pledge, or otherwise dispose of property,
- (e) select or remove the President, or
- (f) obligate the Corporation to any contract or expenditure of funds in excess of \$10,000.

Article V

OFFICERS

Section 1. Officers of the Corporation: The officers of the Corporation shall consist of the Chairman of the Board, Vice Chairman, Secretary, Treasurer, and such other officers as the Board of Directors may, from time to time, elect. Officers of the Corporation must be members of the Board of Directors.

Section 2. Election and Term: The officers of the Corporation shall be elected by the Board of Directors at the ~~April-May~~ meeting for a term of one year commencing on July 1 of the ~~following current~~ year ~~and may be subject to re-appointment for one additional year after their first term-~~

- Section 3. Removal:** Any Director shall be dropped for excess absences from the Board if s/he has three unexcused absences from the Board meetings in a ~~calendar~~ fiscal year. Any officer or Director elected or appointed by the Board of Directors may be removed by the Board of Directors when, in the judgment of the Board of Directors, the best interests of the Corporation will be served by the affirmative vote of two-thirds of the Board of Directors. Any officer or Director may resign at any time by delivering a written resignation to the President or the Secretary.
- Section 4. Vacancies:** Vacancies among officers of the Corporation may be filled by a vote of a majority of the Board of Directors at any annual, regular, or special meeting of the Board of Directors.
- Section 5. Chairman:** The Chairman of the Board shall, when present, preside at all meetings of the Board of Directors. He/She shall sign with any proper officer instruments which may be lawfully executed on behalf of the Corporation, except where required or permitted by law to be otherwise signed and executed, and except where the Board of Directors shall delegate the signing and execution thereof to some other officer or agent. In general, he/she shall perform all duties incident to the office of the Chairman and such other duties as may be prescribed by the Board of Directors from time to time.
- Section 6. Vice-Chairman:** The Vice-Chairman shall, in the absence or disability of the Chairman of the Board of Directors, perform the duties and exercise the powers of that office. In addition, he/she shall perform such duties and have such other powers as the Board of Directors shall prescribe.
- Section 7. Secretary:** The Secretary shall be responsible for keeping accurate records of the acts and proceedings of all meetings of the Board of Directors. He/She shall be responsible for giving all notices required by law and by these By-laws. He/She shall have general care of all corporate books and records. He/She shall sign such documents as may require his signature and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned him/her from time to time by the Chairman or by the Board of Directors.
- Section 8. Treasurer:** The Treasurer shall oversee the financial aspects of the Corporation without having direct custody of funds and securities belonging to the Corporation, provided that the Board of Directors may appoint a custodian or a depository for any such funds or securities and the Board of Directors may designate those persons upon whose signatures or authority such funds may be disbursed or transferred.

Section 9. President and CEO: The President and CEO shall oversee the day-to-day operations of the Corporation and its employees in accordance with these By-Laws. The President and CEO is authorized to enter into contracts, sign financial and tax documents, serve as a spokesperson, and other legal tasks except as outlined in these By-Laws as authority resting with the Board of Directors.

Article VI

MISCELLANEOUS

- Section 1.** **Contracts:** The President and CEO may approve contracts that would obligate the Corporation for under \$100,000 or three (3) years or less. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument on behalf of the Corporation, and such authority may be general or confined to specific instances.
- Section 2.** **Loans:** No loans shall be contracted on behalf of the Corporation unless approved by the Board of Directors.
- Section 3.** **Checks and Drafts:** All checks, drafts or other orders for the payment of money issued in the name of the Corporation shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.
- Section 4.** **Deposits:** All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such depositories as the Board of Directors shall direct.
- ~~**Section 5.** **Seal:** The corporate seal of the Corporation shall consist of two concentric circles between which is the name of the Corporation and in the center of which is inscribed "SEAL", and such seal, as impressed on the margin hereof, is hereby adopted as the seal of the Corporation.~~
- Section 65.** **Committees:** The Chairman of the Board shall, subject to the Board of Directors' approval, appoint any committees to consist of as many persons as he/she deems advisable.
- Section 76.** **Fiscal Year:** The fiscal year of the Corporation shall be the year beginning July 1st and ending June 30th.
- Section 87.** **Bond:** At the expense of the Corporation, the Board of Directors may, by Resolution, require any or all officers, agents, and employees of the Corporation to give bond to the Corporation, with sufficient sureties, conditioned on the faithful performance of the duties of their respective officers or positions, and to comply with such conditions as may from time to time be required by the Board of Directors.
- Section 98.** **Inspection of Books:** The books of the Corporation may be inspected for specific and proper purposes by persons determined by the Board of Directors to be entitled thereto at such reasonable times, and places as

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the Board of Directors may determine, upon application by the person's desiring inspection thereof.

Section 119. Independent Outside Audit: The Board of Directors shall require a comprehensive, independent outside audit (certified audit) of the books and financial records of the Corporation on an annual basis, to be completed no later than three months after the end of the fiscal year.

Section 412. Indemnification: Any person who at any time serves or has served as a director, officer, employee, or agent of the Corporation, or in such capacity at the request of the Corporation for any other corporation, partnership, joint venture, trust, or other enterprise, shall have a right to be indemnified by the Corporation to the fullest extent permitted by law against:

- (a) unreasonable expenses, including attorneys' fees, actually and necessarily incurred by him in connection with any threatening, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative, and whether or not brought by him/her in connection with any threatened, pending or completed action, suit or proceedings, whether civil, criminal, administrative or investigative, and whether or not brought by or on behalf of the Corporation, seeking to hold him/her liable by reason of the fact he/she was working in such capacity, and
- (b) reasonable payments made by him/her in satisfaction of any judgment, money decree, fine, penalty, or settlement for which he/she may have become liable in any such action, suit, or proceeding. The Board of Directors of the Corporation shall take all such action as may be necessary and appropriate to authorize the Corporation to pay the indemnification required by this By-Law, without limitation, to the extent needed, making a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him/her. Any person who at any time after the adoption of this By-Law serves or has served in any of the aforesaid capacities for or on behalf of the Corporation shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled apart from the provision of this By-Law. In addition to all of the foregoing, the Board of Directors shall purchase and maintain insurance on behalf of any person who is or was a director, officer, employee, or agent of the Corporation or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against any liability asserted against him/her and incurred by him/her in any such capacity, or

arising out of his/her status as such, whether or not the Corporation would have the power to indemnify him/her against such liability.

Section 1213. **Amendments:** These By-Laws may be amended or replaced, and new By-Laws may be adopted only by the affirmative vote of two-thirds (2/3) of the Board of Directors. However, Article IV and this section (Article VI, Section 12) may only be amended or replaced by the affirmative vote of two-thirds (2/3) of the Board of Directors and with the approval of the County of Cumberland Board of Commissioners.

These By-Laws were approved at a meeting of the County of Cumberland Board of Commissioners on August 16, 2021

X
FACVB Board of Directors Chairman Signature

X
Cumberland County Board of Commissioners Chairman Signature



OFFICE OF THE COUNTY ATTORNEY

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: COUNTY ATTORNEY

DATE: 9/5/2025

**SUBJECT: PROPOSED AMENDMENT TO RULE 20 OF THE BOARD'S RULES OF
PROCEDURE**

Requested by: BOARD ACTION TO PLACE ON THIS AGENDA

Presenter(s): COUNTY ATTORNEY

BACKGROUND

At its August 24, 2025, regular meeting the board considered the amendments to Rule 20 which had been recommended by the Policy Committee. The board adopted the recommendations of the Policy Committee except for the recommendation to record the vote of a member who did not attend a meeting without being excused by the board as an affirmative vote to all motions made at the meeting and directed that the language not adopted for Rule 20 be brought back as an agenda item at the board's next agenda session. Rule 20 as amended August 24, 2025, is that portion in black font on the attached, "Proposed Amendment to Rule 20." The last section of the document in blue font is the language that was not adopted August 24, 2025, and directed to be placed on this agenda for further consideration.

RECOMMENDATION / PROPOSED ACTION

The Policy Committee recommended the proposed amendment to Rule 20 to record the vote of a member who does not attend a meeting without having been excused by the board as an affirmative vote to all motions made in the meeting.

ATTACHMENTS:

Description

Type

Memo for Agenda of the 9-11-25 Agenda Session
Proposed Revision to Rule 20

Backup Material
Backup Material

**MEMO FOR THE AGENDA OF THE SEPTEMBER 11, 2025,
AGENDA SESSION OF THE BOARD OF COMMISSIONERS**

To: Board of Commissioners
From: County Attorney
Date: September 4, 2025
Subject: Proposed Revision to Rule 20 of the Board's Rules of Procedure

BACKGROUND:

At its August 24, 2025, regular meeting the board considered the amendments to Rule 20 which had been recommended by the Policy Committee. The board adopted the recommendations of the Policy Committee except for the recommendation to record the vote of a member who did not attend a meeting without being excused by the board as an affirmative vote to all motions made at the meeting and directed that the language not adopted for Rule 20 be brought back as an agenda item at the board's next agenda session. Rule 20 as amended August 24, 2025, is that portion in black font on the attached, "Proposed Amendment to Rule 20." The last section of the document in blue font is the language that was not adopted August 24, 2025, and directed to be placed on this agenda for further consideration.

For boards of county commissioners, the statute copied below makes the remedy for a member not attending a meeting for the board to order the sheriff to take the member into custody. It is not a very practical remedy.

§ 153A-43. Quorum.

(a) A majority of the membership of the board of commissioners constitutes a quorum. The number required for a quorum is not affected by vacancies. If a member has withdrawn from a meeting without being excused by majority vote of the remaining members present, he shall be counted as present for the purposes of determining whether a quorum is present. **The board may compel the attendance of an absent member by ordering the sheriff to take the member into custody.**

For the governing boards of municipalities, the statute copied below makes the vote of a member of a municipal governing board who is physically present at the meeting but does not vote, or who leaves a meeting without being excused, an affirmative vote. It, too, does not address the vote of a member who does not attend a meeting. It only applies to municipalities, but it is the basis for also being widely used by county boards of commissioners.

§ 160A-75. Voting.

(a) No member shall be excused from voting except upon matters involving the consideration of the member's own financial interest or official conduct or on matters on which the member is prohibited from voting under G.S. 14-234 or G.S. 160D-109. In all other cases except votes taken under G.S. 160D-601, **a failure to vote by a member who is physically present in the council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.**

The question of the compensation and allowances of members of the council is not a matter involving a member's own financial interest or official conduct.

With these statutes specifically addressing the remedies for a county board member not attending a meeting and for municipal board members not voting at, or leaving a meeting without being excused, but not addressing how a vote may be recorded for a board member who simply did not attend the meeting, the county attorney's opinion is that each of these statutes would likely be interpreted by a court as meaning the General Assembly did not intend to grant governing boards of either municipalities or counties the authority to count the vote of a governing board member who did not attend a meeting for which he or she had not been excused. The board of commissioners should consider whether any rule that attributes a vote to a non-voting member undermines the responsibility of a member to comply with his or her oath of office to follow the law, including the statutory duty to vote.

RECOMMENDATION:

The Policy Committee recommended the proposed amendment to Rule 20 to record the vote of a member who does not attend a meeting without having been excused by the board as an affirmative vote to all motions made in the meeting.

Rule 20

Duty to Vote

It is the duty of each member to vote unless excused by a majority vote according to law or except for matters in which the member is prohibited from voting under G.S. 14-234 (public officers benefiting from public contracts), G.S. 14-234.3 (public officials participating in contracts benefitting nonprofits with which associated, or G.S. 160D-109 (conflicts of interest in any legislative decision regarding a development regulation). The board may excuse members from voting on matters involving their own financial interest or official conduct. A member wishing to be excused from voting shall so inform the chair who shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by law, or the member's official conduct, as determined by law or the board. In all other cases, a failure to vote by a member who is physically present in the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded in the minutes as an affirmative vote.

If a member who experiences an emergency or health circumstances which prevents his or her attendance at a meeting or participation by teleconference in accordance with Rule 25 reports it to the chair and requests to be excused, the chair shall report it to the board at the beginning of the meeting and the board may vote to excuse the member's absence from the meeting and voting.

Any member who does not attend a meeting without having been granted an excused absence shall be listed in the minutes as an unexcused absence and recorded as voting in the affirmative to all motions made in the meeting.



OFFICE OF THE COUNTY MANAGER

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: CLARENCE GRIER, COUNTY MANAGER

DATE: 9/4/2025

**SUBJECT: CROWN THEATRE AND ARENA REQUEST FOR QUALIFICATIONS
AND PROPOSALS**

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): CLARENCE GRIER, COUNTY MANAGER

BACKGROUND

On June 4, 2025, and subsequently at the August 29, 2025, Board of Commissioners (Board) Infrastructure Committee Meeting, the Board directed and requested the County Manager to complete a Request for Qualifications/Proposals (RFP/RFQ) for modernizing and/or renovating the Crown Theatre and Arena.

The Board discussed, provided and requested during the Infrastructure Committee Meeting that the following information be included in the RFQ/RFP:

- A project budget not to exceed \$100,000,000.
- Request as part of the RFQ/RFP, proposals for maximizing seating capacity in both facilities at 2500 and 3000 seats.
- Request proposals and part of the RFQ/RFP, proposals for modernizing/renovating each facility jointly and as separate projects.
- Provide information references to previous information regarding the scope and market study on the

Crown Theatre and Arena in the RFQ/RFP.

Information will be presented at the meeting for review and feedback by the Board.

RECOMMENDATION / PROPOSED ACTION

Staff to seek guidance and direction from the Board of Commissioners' regarding the moderation and renovation of the Crown Theatre and Arena.



OFFICE OF THE COUNTY MANAGER

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: CLARENCE GRIER, COUNTY MANAGER

DATE: 9/4/2025

SUBJECT: GILLESPIE STREET PARKING LOT AND FUTURE STEPS

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): CLARENCE GRIER, COUNTY MANAGER

BACKGROUND

At the August 29, 2025, Board of Commissioners (Board) Infrastructure Committee Meeting, the Infrastructure Committee requested updates on the Gillespie Street Parking Lot and future steps.

As a result of the decision not to move forward with the construction of the Crown Event Center, staff wants to receive the Boards' input and direction regarding the vacant Gillespie Street lot. Some options heard from the community over the past couple of months are as follows:

- Repave the lot for parking
- Open space
- Future economic development possibilities

Additionally, to further gather information from the community, a public survey was published on the County's and Crown Event Center websites, communicated in a press release, and on the County's social media platforms. Within the first 24 hours, there were 450 responses to the survey. Once all responses are received and the survey is completed, the information will be provided to the Board of Commissioners.

RECOMMENDATION / PROPOSED ACTION

Staff to seek guidance and direction from the Board of Commissioners regarding the next steps for the vacant site.



OFFICE OF THE COUNTY MANAGER

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: CLARENCE GRIER, COUNTY MANAGER

DATE: 9/4/2025

SUBJECT: COUNTY COURTHOUSE PARKING

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): CLARENCE GRIER, COUNTY MANAGER

BACKGROUND

Due to the reduction of parking related to the Gillespie Street parking lot, staff would like to propose parking options for employees and citizens that work and conduct business at the Courthouse.

Presentation will be provided at the Agenda Session.

RECOMMENDATION / PROPOSED ACTION

Staff is seeking direction and/or approval of the parking options to be presented at the meeting.



DEPARTMENT OF PUBLIC HEALTH

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: DR. JENNIFER GREEN, PUBLIC HEALTH DIRECTOR

DATE: 9/11/2025

**SUBJECT: REQUEST TO WAIVE THE VACCINE AND ADMINISTRATION FEE
FOR COVID, FLU, AND RSV**

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): DR. JENNIFER GREEN, HEALTH DEPARTMENT DIRECTOR

BACKGROUND

The Cumberland County Department of Public Health (CCDPH) provides flu, COVID, and RSV vaccines to the citizens of Cumberland County. Fees are recommended for each vaccine by considering the acquisition cost of the vaccine, the Medicaid rate, 3rd Party rates and the type of vaccine being administered. After a review of the flu, COVID, and RSV vaccines to be administered during the 2025-2026 season, it has been determined that the fees did not need to be changed this year. Historically, we have waived the administration fee for uninsured and underinsured adults for flu, COVID, and RSV. The proposed administration fee for 1 vaccination is \$24. For the 2025-2026 respiratory virus season, the Health Department is requesting to be able to provide flu, COVID, and RSV vaccines at no cost to them uninsured and underinsured.

Adults (19 and older) enrolled in the Be Smart Family Planning program and uninsured pregnant women served in our maternity clinic are already eligible to receive COVID, flu, and RSV vaccinations at no cost or on a sliding fee scale. Children aged 18 and under are also able to receive the vaccines at no cost through the Vaccines for Children program.

Waiving the vaccine and administration fees for uninsured and underinsured adults will reduce barriers to receiving these critical vaccines during respiratory virus season. The Board of Health recommended approval

to waive the vaccine and administration fees during their meeting on August 18, 2025. We expect COVID, flu, and RSV vaccines to be available at the health department beginning October 2025.

This item was presented to the Finance Committee on September 8, 2025 and with the following motion: Item moved to September 11, 2025 Board of Commissioners Agenda Session as a Consideration of Item of Business.

RECOMMENDATION / PROPOSED ACTION

Approve waiving the vaccine administration fee for COVID, flu, and RSV vaccine for uninsured or underinsured adults (RSV vaccines for adults 60 and older) and place on the Consent Agenda of the September 15, 2025, Board of Commissioners Meeting.



ASSISTANT COUNTY MANAGER COMMUNITY SUPPORT SERVICES

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: DR. JENNIFER GREEN, PUBLIC HEALTH DIRECTOR

DATE: 9/11/2025

**SUBJECT: PROPOSED CHANGES TO THE HEALTH DEPARTMENTS BILLING
MANUAL FOR OUT OF COUNTY RESIDENTS**

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): DR. JENNIFER GREEN, PUBLIC HEALTH DIRECTOR

BACKGROUND

NC GS 230-39(g) allows health departments to set fees for services which are approved by The Board of Health and the Board of County Commissioners. The Health Department Billing Manual currently requires a residency requirement for the maternal health and child health clinics. This has created logistical and continuity of care challenges for staff and clients who receive other Health Department services without a residency requirement (e.g. WIC, immunizations, etc.)

Dr. Green will present data regarding the impact of this change to the billing manual. The Board of Health approved the change to remove the residency requirement for maternal health and child health clinics in the June 2025 board meeting.

This item was presented at the Cumberland County Policy Committee on September 8, 2025, and moved to the Cumberland County Board of Commissioners Meeting September 11, 2025.

Request to change the residency requirement to the following:

- 1) Allow 15 months of coverage to non-resident of Cumberland County if the patient was a resident when services

were initiated in Maternal and Child Health.

2) Allow 15 months of coverage to non-resident of Cumberland County as long as the referral to the Maternity or Child Health Clinics generated from another Cumberland County Health Department Clinic.

3) Allow children in the Cumberland County Foster Care System to continue to use the Maternity and/or Child Health Clinic for as long as they are under the care and supervision of Cumberland County Department of Social Services regardless of their residency.

RECOMMENDATION / PROPOSED ACTION

Approve the requested changes to the Public Health Billing Manual to include the following:

1) Allow 15 months of coverage to non-resident of Cumberland County if the patient was a resident when services were initiated in Maternal and Child Health.

2) Allow 15 months of coverage to non-resident of Cumberland County as long as the referral to the Maternity or Child Health Clinics generated from another Cumberland County Health Department Clinic.

3) Allow children in the Cumberland County Foster Care System to continue to use the Maternity and/or Child Health Clinic for as long as they are under the care and supervision of Cumberland County Department of Social Services regardless of their residency.

ATTACHMENTS:

Description

Billing Manual

Type

Backup Material

Billing for Out of County Residents

Cumberland County Board of Commissioners Agenda Session

September 11, 2025

Health Department Billing Background

- NC GS 230A-39(g) allows health departments to set fees for services
 - Board of Health and County Commissioners approve the Billing and Collections Policies
 - Fees to self-pay patients are offered on a sliding fee scale
- Reimbursement for services are received through public and private insurance and self-pay
- Fees are based on cost to deliver services, Medicaid/Medicare reimbursement rates, fees in surrounding counties
- At minimum, fees are set at the Medicaid rate
- Uninsured patients receive information about applying for Medicaid

Maternal and Child Health Billing

- Maternity and child health clinic are supported by
 - Local, state, and federal funds
 - Public and private insurance reimbursement
 - Self-pay client fees
- Uninsured/underinsured are offered on a sliding fee scale based on income/household size
- Currently, Cumberland County residents are eligible to services
- Creates logistical and continuity of care challenges for staff and clients who receive other HD services without residency requirements (e.g. WIC, Immunizations, STD, FP, BCCCP, etc.)

Child Health Clinic: Out of County Residents

	22/23	23/24	24/25
Unduplicated patients	34	31	17
Former CC residents	31	26	12
Out of County - 1 st appt	3	5	5
1 st Appt Imm	0	2	3
Uninsured	5	7	5
Private Insurance	2	0	0
Medicaid	27	24	12

- In FY 24-25, 17 out of county residents were served in Child Health
 - 53 unduplicated across 3 FY
 - 71% of clients were residents when they enrolled
 - 5 patients were uninsured/self-pay on sliding scale fee
 - Debt set off program is utilized

Maternal Health Clinic: Out of County Residents

	22/23	23/24	24/25
Unduplicated patients	6	4	0
Former CC residents	6	4	0
Out of County - 1 st appt	0	0	0
1 st Appt Imm	0	0	0
Uninsured	1	2	0
Private Insurance	3	1	0
Medicaid	2	1	0

- In FY 24-25, 0 out of county residents were served in Maternity
- In prior years, the out of county residents served:
 - Initiated care when they were county residents
 - Had private or public insurance
 - Few were uninsured
 - Debt set off program is utilized

County Comparison

County	MH Services	MH: Out of County Residents	CH Primary Care Services	CH: Out of County Residents
Mecklenburg	Assured through local providers	-	Assured through local providers	-
Forsyth	Assured through local providers	-	Assured through local providers	-
Durham	Directly provides	Sliding fee scale based on income, bills insurance	Assured through local providers	-
Wake	Directly provides	Sliding fee scale based on income, bills insurance	Directly provides	Sliding fee scale based on income, bills insurance
Buncombe	Assured through local providers	-	Assured through local providers	-

Recommendations and Next Steps

- Board of Health approved recommendation to allow out of county residents in the maternity and child health clinics during their June 2025 meeting
- Presented to the Policy Committee on September 8, 2025

Recommendations and Next Steps

- Recommendation: Revise the Health Department Billing Manual to reflect
 - Allow 15 months of coverage to non-resident of Cumberland County if the patient was a resident when services were initiated in Maternal and Child Health
 - Allow 15 months of coverage to non-resident of Cumberland County as long as the referral to the Maternity or Child Health Clinics generated from another Cumberland County Health Department Clinic
 - Allow children in the Cumberland County Foster Care System to continue to use the Maternity and/or Child Health Clinic for as long as they are under the care and supervision of Cumberland County Department of Social Services regardless of their residency



SOLID WASTE MANAGEMENT

MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025 AGENDA SESSION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: AMANDA LEE, PE, GENERAL MANAGER FOR NATURAL RESOURCES

DATE: 9/9/2025

SUBJECT: NCDEQ PUBLIC OUTREACH FOR NATURAL GAS ALARM DISTRIBUTION

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): AMANDA LEE, PE, GENERAL MANAGER FOR NATURAL RESOURCES

BACKGROUND

The Cumberland County/Cliffdale LF (Site) is under assessment by the North Carolina Department of Environmental Quality's Pre-Regulatory Landfill (PRLF) Program. A PRLF is an area where municipal waste disposal occurred prior to 1983. The Cliffdale Landfill Site operated from 1972 to 1980 on approximately 60 acres of land owned by Cumberland County. During recent assessment activities, methane was detected in the soil outside of the Site property. The North Carolina Department of Environmental Quality (NCDEQ) is planning to install a methane mitigation system which is currently in the design phase.

The NCDEQ Division of Waste Management has mailed letters to all adjacent property owners informing them about the situation, with some homeowners allowing NCDEQ access to their property to install more soil-gas probes. Because some property owners are hesitant to give access to their property and some have raised concerns about their health and safety, the NCDEQ would like to hold a public information session to transmit information to the residence in person with the opportunity to answer questions and further discuss the future activities related to the site.

NCDEQ contacted county staff to inform of their plans with the offer to participate in the public outreach and to locate a meeting location for the event. County staff recommends the use of Lake Rim Recreation Center to host this public outreach event.

For immediate response the NCDEQ plans to offer free installation of a natural gas alarm inside the residents home. This information will be distributed by the North Carolina Department of Environmental Quality by mail to the residents. It was brought to the Infrastructure Committee on September 8, 2025. The Committee advised to inform the full Board of this request at the September 11, 2025, Board of Commissioners Regular Agenda Session Meeting.

RECOMMENDATION / PROPOSED ACTION

The General Manager for Natural Resources respectfully requests Board guidance on the appropriate level of County staff involvement in NCDEQ's public outreach efforts.

ATTACHMENTS:

Description	Type
NCDEQ draft letter	Backup Material

JOSH STEIN
Governor
D. REID WILSON
Secretary
MICHAEL SCOTT
Director



(Month) (day), (year)

Property Owner
Mailing Address

RE: Methane Gas Detector
Street Address
Parcel: #

Site: Cumberland County/Cliffdale LF
Lowell Harris Road
Fayetteville, Cumberland County, NC
ID# NCD980502900

Dear Property Owner:

You are receiving this letter because your property (Street Address) is located next to the Cumberland County/Cliffdale LF (Site) which is under assessment by the North Carolina Department of Environmental Quality's Pre-Regulatory Landfill (PRLF) Program.

A PRLF is an area where municipal waste disposal occurred prior to 1983. The referenced Site operated from 1972 to 1980 on approximately 60 acres of land owned by Cumberland County.

During recent assessment activities, methane was detected in the soil outside of the Site property.

- Methane is a natural gas that is colorless and odorless.
- Methane gas is extremely flammable and explosive in the presence of oxygen and an ignition source (open flame, pilot light, etc.). The main public health threat posed from methane gas is a physical explosion hazard.
- Exposure to high levels of methane can cause suffocation resulting in coma or even death.
- Methane gas is a concern at levels as low as 0.5% by volume. Methane was measured as high as 62.8% by volume outside the waste disposal area. (See attached Figure 2B.) These high levels could pose a risk to the occupants of homes neighboring the Site.

Our primary concern at this time is the immediate safety of the owner/tenants. To ensure your immediate safety, the PRLF Unit would like to offer free installation of a natural gas alarm inside the home at Street Address. A natural gas alarm is much like a smoke detector, and it will audibly alarm if the airspace inside the home exceeds unsafe levels. Again, there is no cost to



North Carolina Department of Environmental Quality | Division of Waste Management
217 West Jones Street | 1646 Mail Service Center | Raleigh, North Carolina 27699-1646
919.707.8200

you. **The cost of the 10-year battery powered natural gas alarm and its installation is covered by the State as part of the assessment of the Site.**

If you would like to have a free natural gas alarm installed in your home, please contact the PRLF Unit's contractor for this project, Tom Raymond with S&ME, Inc., at traymond@smeinc.com or 919-801-5359. If you have other questions, please contact me at analee.thornburg@deq.nc.gov or 919-707-8227.

The Site is currently under assessment by the PRLF Unit, and plans are underway to install more soil-gas probes to determine the extent and levels of methane moving offsite. Additional soil-gas probes can be installed on private properties like yours with your permission.

A methane vapor intrusion mitigation system is being planned for installation on the site property (owned by the County) to remove the methane before it moves offsite.

Lastly, the PRLF Unit will offer a public information session in the near future. Please look out for more information regarding this opportunity for you to ask questions and to learn about the future activities related to this site.

Sincerely,

DRAFT

Analee Thornburg, Hydrogeologist
NCDEQ, Division of Waste Management
Superfund Section, Special Remediation Branch

CC: the occupant/tenant if the mailing address is different from the street address
The county (Amanda? Health Dept? County Manager?)

Attachments:

Map showing location of Street Address and the Cumberland County/Cliffdale LF
Figure 3B Residential SGP Risk Assessment & Laboratory Methane Results Map

Commented [AT1]: Would prefer ONE map that only shows the WDA, parcel lines, methane measurements, and highlights the parcel for which the letter is being sent - which would have to be generated by S&ME.

Commented [RC2R1]: Have Tom generate the map you want for this effort and whatever will help.



North Carolina Department of Environmental Quality | Division of Waste Management
217 West Jones Street | 1646 Mail Service Center | Raleigh, North Carolina 27699-1646
919.707.8200

Cumberland County/Cliffdale LF



1001 Leslie Drive





FINANCE DEPARTMENT

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: ROBIN M KOONCE, FINANCE DIRECTOR / CFO

DATE: 9/3/2025

SUBJECT: FINANCIAL REPORT

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): N/A

BACKGROUND

The attached financial report shows the results of the General Fund for twelve months of fiscal year 2025. Additional information is provided on a separate page explaining percentages.

RECOMMENDATION / PROPOSED ACTION

No action necessary. For information and discussion.

ATTACHMENTS:

Description	Type
Monthly Finance Report	Backup Material

**County of Cumberland
General Fund Revenues**

REVENUES	FY23-24 AUDITED	FY24-25 ADOPTED BUDGET	FY24-25 REVISED BUDGET	YTD ACTUAL (unaudited) AS OF June 30, 2025	PERCENT OF BUDGET TO DATE	*
Ad Valorem Taxes						
Current Year	\$ 177,235,795	\$ 178,485,379	\$ 178,485,379	\$ 179,105,449	100.3%	
Prior Years	954,128	840,000	840,000	848,018	101.0%	
Motor Vehicles	26,384,445	27,756,979	27,756,979	28,758,308	103.6%	
Penalties and Interest	946,618	710,000	710,000	847,634	119.4%	
Other	1,091,169	1,007,000	1,007,000	1,234,537	122.6%	
Total Ad Valorem Taxes	206,612,155	208,799,358	208,799,358	210,793,947	101.0%	
Other Taxes						
Sales	63,417,887	64,246,366	64,246,366	53,424,886	83.2% (1)	
Real Estate Transfer	1,932,460	2,100,000	2,100,000	1,902,798	90.6% (2)	
Other	837,675	785,000	785,000	722,795	92.1% (3)	
Total Other Taxes	66,188,022	67,131,366	67,131,366	56,050,479	83.5%	
Unrestricted & Restricted Intergovernmental Revenues	81,625,792	81,303,960	86,651,410	64,868,399	74.9% (4)	
Charges for Services	16,159,024	13,354,447	14,289,218	16,969,892	118.8%	
Other Sources (includes Transfers In)	22,831,908	9,038,150	33,701,646	35,066,376	104.0%	
Lease Land CFVMC	4,765,496	4,765,496	4,765,496	4,939,933	103.7%	
Total Other	27,597,404	13,803,646	38,467,142	40,006,309	104.0%	
Total Revenue	\$ 398,182,397	\$ 384,392,777	\$ 415,338,494	\$ 388,689,025	93.6%	
Fund Balance Appropriation		8,435,187	42,839,069	-	0.0%	
Total Funding Sources	\$ 398,182,397	\$ 392,827,964	\$ 458,177,563	\$ 388,689,025	84.8%	

County of Cumberland
General Fund Expenditures

DEPARTMENTS	YTD ACTUAL					PERCENT OF BUDGET TO DATE	**
	FY23-24	FY24-25	FY24-25	(unaudited) AS OF			
	AUDITED	ADOPTED BUDGET	REVISED BUDGET	June 30, 2025			
Governing Body	\$ 736,843	\$ 790,262	\$ 866,902	\$ 846,565	97.7%		
Administration	2,222,699	2,622,938	2,503,867	1,801,234	71.9% (1)		
Public Information	1,564,007	1,843,311	1,927,289	1,867,849	96.9%		
Human Resources	1,280,843	1,463,246	1,951,016	1,539,573	78.9%		
Court Facilities	211,788	148,220	148,220	82,390	55.6% (2)		
Facilities Maintenance	1,291,965	1,272,959	1,272,933	1,124,609	88.3%		
Landscaping & Grounds	718,447	832,027	832,027	718,824	86.4%		
Carpentry	247,593	262,911	262,911	268,397	102.1%		
Facilities Management	1,564,472	1,707,099	1,732,273	1,462,560	84.4%		
Public Buildings Janitorial	1,194,800	1,344,024	1,344,024	1,318,822	98.1%		
Central Maintenance	4,298,059	4,145,057	7,555,981	3,744,465	49.6% (3)		
Innovation & Technology Services	8,709,018	9,580,078	9,727,070	8,916,237	91.7%		
Budget and Performance	-	644,859	643,859	601,333	93.4%		
Board of Elections	1,608,789	1,879,894	1,875,894	1,587,732	84.6%		
Financial Services	1,352,490	1,647,837	1,678,253	1,292,463	77.0%		
Legal	1,273,104	1,374,922	1,374,922	1,323,184	96.2%		
Register of Deeds	2,491,109	2,966,520	3,477,286	2,733,295	78.6%		
Tax	8,033,314	8,107,607	8,115,205	7,573,213	93.3%		
Debt Service	371,421	-	-	-	0.0%		
General Government Other	7,459,029	(1,234,722)	23,559,350	4,926,167	20.9% (4)		
Sheriff	55,477,257	61,634,132	62,290,122	53,509,002	85.9%		
Emergency Services	4,557,527	4,975,820	5,420,100	4,773,097	88.1%		
Worth Court	-	-	419,782	-	0.0% (5)		
Adult Drug Treatment Court	-	223,856	962,689	16,724	1.7% (6)		
DWI Court	86,316	158,311	221,840	105,317	47.5% (7)		
Justice Services	712,944	869,674	1,025,582	730,433	71.2% (8)		
Youth Diversion	37,484	42,596	42,596	32,245	75.7% (9)		
Veterans Treatment Court	-	240,532	948,996	13,011	1.4% (10)		
Animal Services	4,101,432	4,658,023	4,769,194	4,281,017	89.8%		
Mental Health Specialty Court	-	-	440,218	-	0.0% (11)		
Public Safety Other (Medical Examiners, NC Detention Subsidy)	2,502,554	2,609,740	3,159,740	2,616,459	82.8%		

County of Cumberland
General Fund Expenditures

DEPARTMENTS	FY23-24 AUDITED	FY24-25 ADOPTED BUDGET	FY24-25 REVISED BUDGET	YTD ACTUAL (unaudited) AS OF	PERCENT OF	**
				June 30, 2025	BUDGET TO DATE	
Health	32,596,118	34,735,356	37,571,164	33,742,420	89.8%	
Mental Health	5,461,559	5,447,543	5,447,543	571,413	10.5%	(12)
Social Services	58,647,754	80,200,836	81,015,538	67,064,706	82.8%	
Veteran Services	650,296	694,166	694,266	701,993	101.1%	
Child Support	6,168,300	6,925,787	6,925,787	6,775,989	97.8%	
Spring Lake Resource Administration	63,583	81,806	81,806	76,021	92.9%	
Library	11,422,123	12,441,419	13,122,374	12,315,848	93.9%	
Culture Recreation Other (Some of the Community Funding)	109,923	65,569	415,569	415,569	100.0%	
Planning	3,499,812	3,963,215	3,990,586	3,640,603	91.2%	
Engineering	605,625	736,251	2,481,251	913,722	36.8%	(13)
Cooperative Extension	769,637	916,921	1,916,921	796,637	41.6%	(14)
Location Services	240,691	268,347	268,347	249,729	93.1%	
Soil Conservation	949,311	739,554	2,540,909	349,675	13.8%	(15)
Public Utilities	114,195	116,565	116,565	119,146	102.2%	
Economic Physical Development Other	1,224,645	20,000	42,493	25,000	58.8%	(16)
Economic Incentive	305,276	486,126	486,126	273,893	56.3%	(17)
Water and Sewer	172,689	100,000	128,078	6,155	4.8%	(18)
Education	105,189,567	107,116,937	107,116,937	105,116,937	98.1%	
Other Uses:						
Transfers Out	35,586,967	20,959,833	43,265,162	1,719,914	4.0%	(19)
TOTAL	\$ 377,883,375	\$ 392,827,964	\$ 458,177,563	\$ 344,681,586	75.2%	

Expenditures by Category	FY23-24 AUDITED	FY24-25 ADOPTED BUDGET	FY24-25 REVISED BUDGET	YTD ACTUAL (unaudited) AS OF	PERCENT OF	
				June 30, 2025	BUDGET TO DATE	
Personnel Expenditures	\$ 163,940,617	\$ 189,770,699	\$ 191,291,288	\$ 176,103,833	92.1%	
Operating Expenditures	171,310,998	178,265,031	202,166,284	163,546,557	80.9%	
Capital Outlay	7,044,793	3,832,401	21,454,829	3,311,284	15.4%	(20)
Transfers To Other Funds	35,586,967	20,959,833	43,265,162	1,719,914	4.0%	(19)
TOTAL	\$ 377,883,375	\$ 392,827,964	\$ 458,177,563	\$ 344,681,586	75.2%	

COUNTY OF CUMBERLAND

Fiscal Year 2025 - 13th Month Year-to-Date Actuals (Report Run Date: August 25, 2025)

Additional Detail

General Fund Revenues

*

- (1) **Sales Tax 83.2%** - Collections for the fiscal year are first recorded in October.
- (2) **Real Estate Transfer 90.6%** - Revenues less than budgeted.
- (3) **Other Taxes 92.1 %** - Revenues less than budgeted.
- (4) **Unrestricted and Restricted Intergovernmental Revenues 118.8%** -There is typically a one to two month lag in receipt of this funding.

General Fund Expenditures

**

- (1) **Administration 71.9%** - Personnel, travel, and training costs are low as a result of vacancies in the department.
- (2) **Court Facilities 55.6%** - Expenditures are for repairs, supplies, and furniture/equipment on an as needed basis and spending has been low so far this fiscal year.
- (3) **Central Maintenance 49.6%** - Approximately \$3.1M are unexpended between the vehicle and fuel object codes.
- (4) **General Government Other 20.9%** - ARP Freed-Up Capacity funds are budgeted and not yet expended.
- (5) **Worth Court 0.0%** - Approximately \$420K of Freed-Up Capacity Funds were budgeted and not yet expended.
- (6) **Adult Drug Treatment Court 1.7%** - The coordinator position for the program has not been filled.
- (7) **DWI Court 47.5%** - Travel and training make up a large component of this budget with the majority of the conferences occurring in the spring and summer.
- (8) **Justice Services 71.2%** - Personnel costs are low as a result of vacancies in the department.
- (9) **Youth Diversion 75.7%** - Personnel, travel, and training costs are low as a result of vacancies in the department.
- (10) **Veterans Treatment Court 1.4%** - The coordinator position for the program has not been filled.
- (11) **Mental Health Specialty Court 0.0%** - Approximately \$440K of Freed-Up Capacity Funds were budgeted and not yet expended.
- (12) **Mental Health 10.5%** - Approximately \$4.8M is encumbered for an agreement with Alliance Health but not yet expended as Alliance currently has a fund balance they will utilize until exhausted.
- (13) **Engineering 36.8%** - Approximately \$863K is encumbered but unexpended for generators.
- (14) **Cooperative Extension 41.6%** - An Agricultural Business Assistance Program and funding of \$1M was approved in June 2025 and is unexpended.
- (15) **Soil Conservation 13.8%** - Approximately \$2.1M in USDA Grant funds were budgeted and are unexpended.
- (16) **Economic Physical Development Other 58.8%** - Approximately \$17K in The Southeastern Partnership, Inc. funds were re-appropriated and are unexpended.
- (17) **Economic Incentive 56.3%** - Economic incentives are paid when the company complies.
- (18) **Water and Sewer 4.8%** - The need for spending in this fiscal year has been low.
- (19) **Transfers Out 4.0%** - Transfers are often prepared toward the end of the fiscal year.
- (20) **Capital Outlay 15.4%** - These capital outlay items are typically purchased in the second and third quarters of the fiscal year.



RISK MANAGEMENT

MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025 AGENDA SESSION

TO: BOARD OF COUNTY COMMISSIONERS

FROM: ROBIN M KOONCE, FINANCE DIRECTOR / CFO

DATE: 8/29/2025

SUBJECT: HEALTH INSURANCE UPDATE

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s): NA

BACKGROUND

As of July 1, 2019, retirees who are 65 and older became covered by a County funded fully insured plan through AmWINS. All other covered members remained insured by the County's self-funded plan through BCBS. The information provided below and within the graphs has been updated to include the monthly premium amount paid to fund the fully insured plan and the actual monthly claims amounts for all other covered members. Combining these amounts for FY20 and beyond is necessary to ensure a complete picture when comparing the claims results to prior years.

Total health insurance claims plus the fully insured premium amount for FY26 are down by 0.35% for the month of July as compared to the same month in FY25. To provide some perspective, below is the first month cost for the past four fiscal years. This includes the fully insured premium for fiscal years 23, 24, 25 and 26. Additionally, graphs are provided in the attachment to aid in the analysis.

Year-to-date claims and premium payment through July	\$2,347,815
Less year-to-date stop loss credits	
<u>\$0</u>	
Net year-to-date claims and premium payment through July	<u>\$2,347,815</u>
Average monthly claims and fully insured premium (before stop loss) per fiscal year through July:	

FY23 \$1,855,596
FY24 \$1,869,673
FY25 \$2,356,036
FY26 \$2,347,815

RECOMMENDATION / PROPOSED ACTION

No action necessary. For discussion only.

ATTACHMENTS:

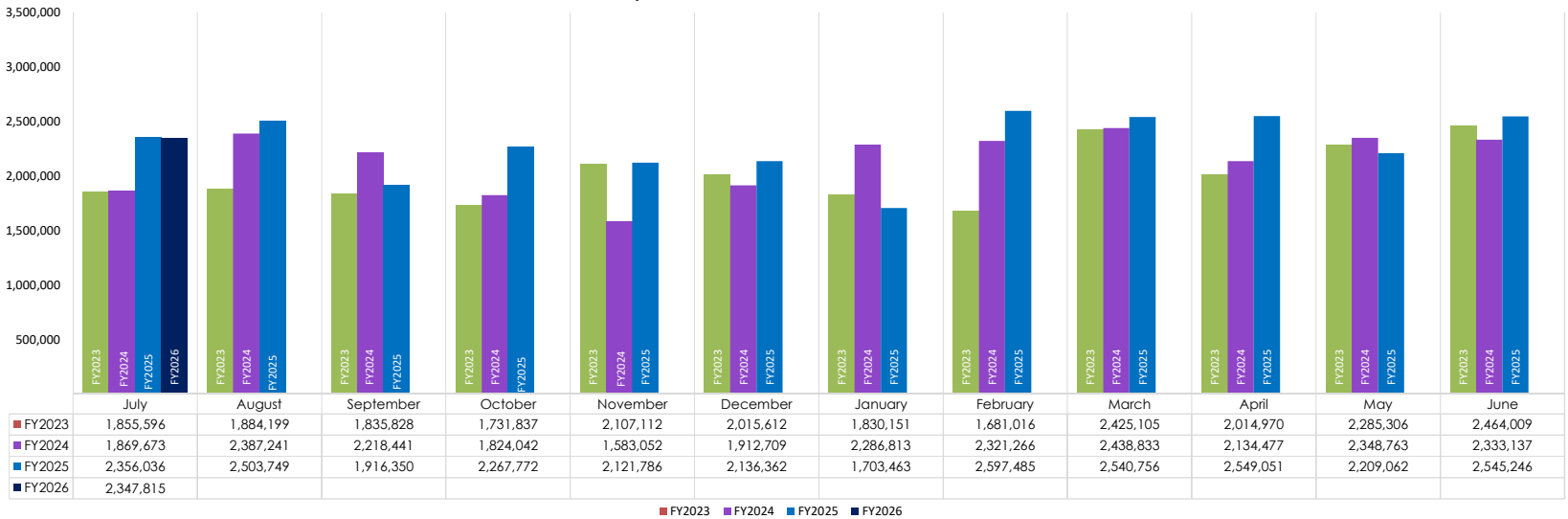
Description

Health Insurance Update

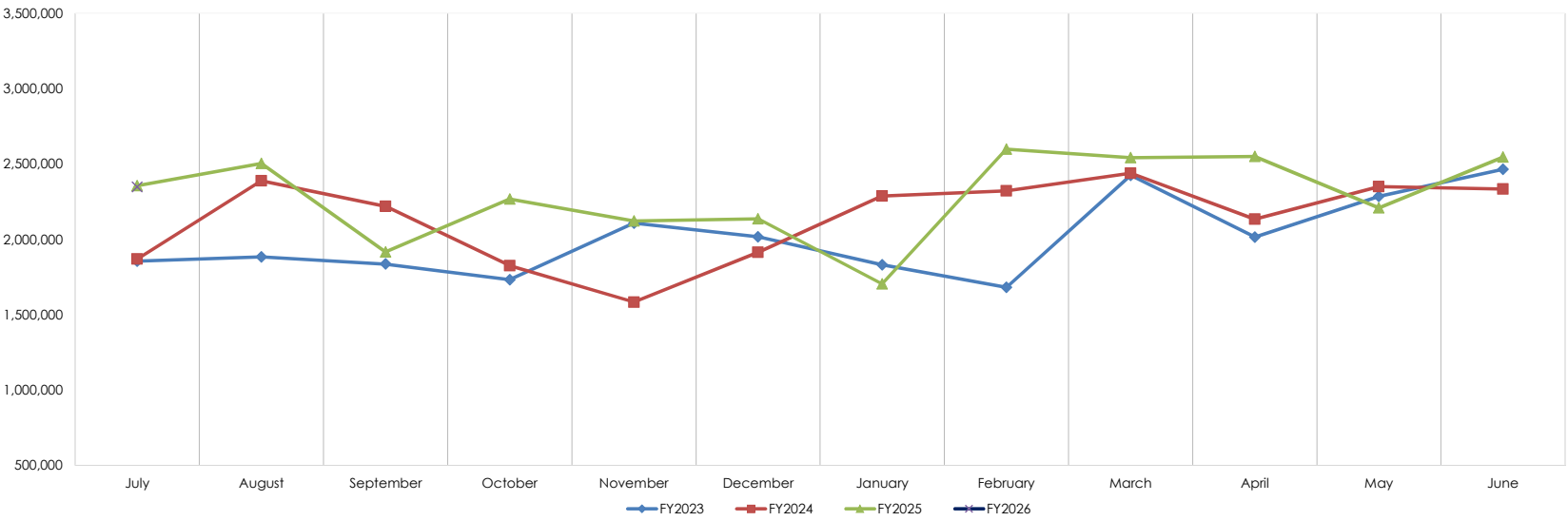
Type

Backup Material

Monthly Insurance Claims & Fully Insured Premium FY23-FY26



Monthly Insurance Claims & Fully Insured Premium FY23-FY26





**ASSISTANT COUNTY MANAGER STRATEGIC MANAGEMENT/ GOVERNMENTAL
AFFAIRS**

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: LISA JAYNE, GRANTS MANAGER

DATE: 9/11/2025

SUBJECT: GRANT REPORT

Requested by: CLARENCE GRIER, COUNTY MANAGER

Presenter(s):

BACKGROUND

This report was provided to the Board of Commissioners Finance Committee at the September 8, 2025 Finance Committee meeting.

This report provides an update on competitive grant activity in Cumberland County from August 2 through August 26, 2025. As of this date, the county has submitted grant applications totaling \$110.10 million, with \$51.84 million in funding awarded. During the reporting period, the county pursued \$10.65 million in new funding. Of this amount, \$10,574,782 has been awarded to projects in the Solid Waste Department, highlighting the top funding priorities of lead service line replacement projects and studies on emerging contaminants. Across all county departments, there are currently sixteen submitted grants pending award announcements, totaling \$24.42 million.

Please find attached a dashboard summarizing grant activities from early August to August 26, 2025. During this period, the county intends to submit a competitive federal grant application to the National Endowment for the Humanities for Public Impact Projects, specifically emphasizing American Military History and Valor: "Cumberland County: Service and Heroism in Defense of Freedom, from World War I to the Present." Additionally, closed and unawarded grants for FY 2025 have been archived from the Grant Dashboard.

The Grants Manager is actively pursuing funding opportunities from government agencies, foundations, and corporate entities to support the strategic initiatives of the Cumberland County Board of Commissioners and Department Heads.

RECOMMENDATION / PROPOSED ACTION

For informational purposes only.

ATTACHMENTS:

Description

Grant Dashboard August 2025

Type

Backup Material

Status Date

8/2/2025



8/26/2025



Department

All

Total Amount Requested

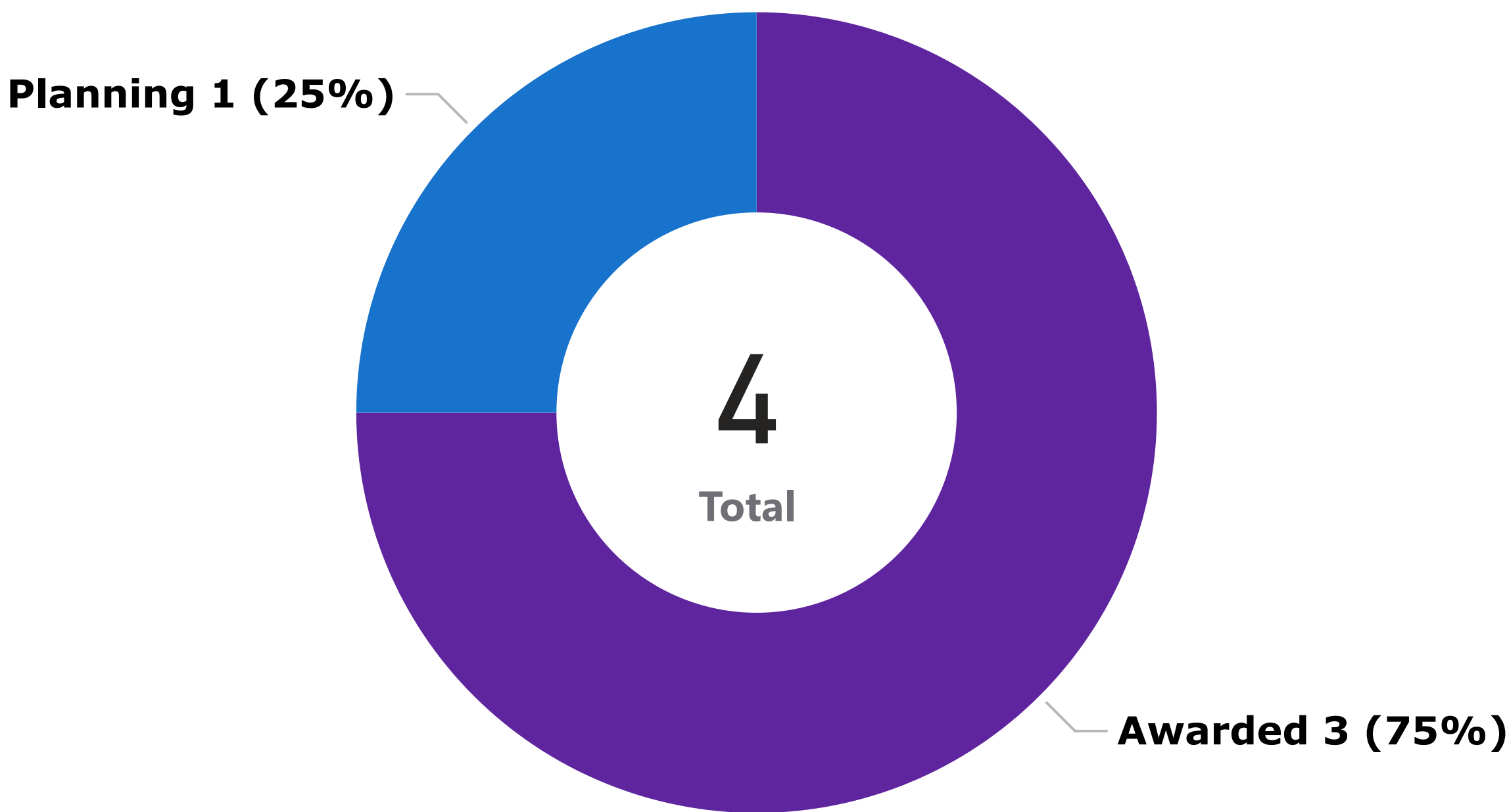
\$10.65M

Total Amount Awarded

\$10,574,782.00

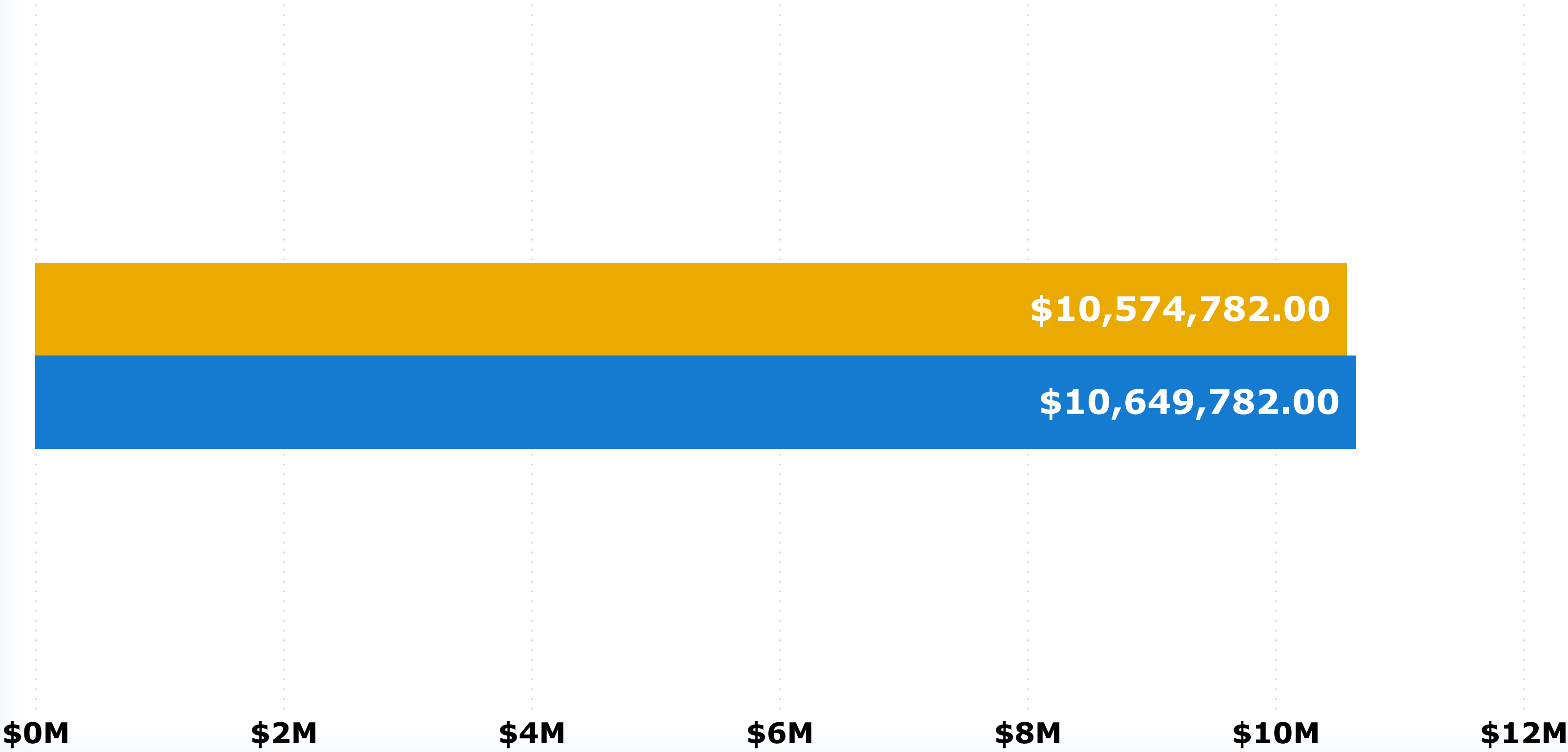
Grant Status

● Awarded ● Planning



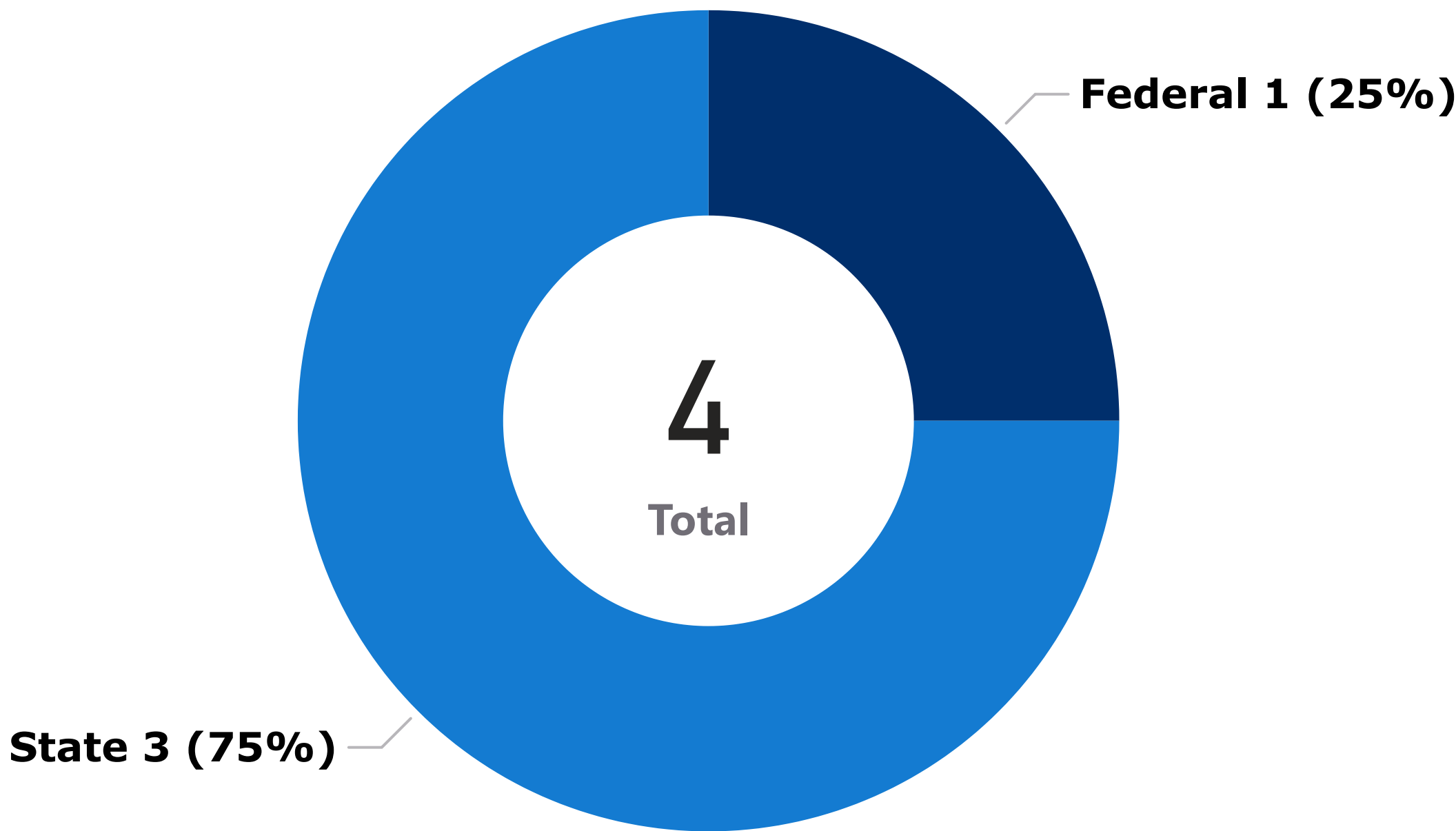
Amount Requested Vs. Awarded

● Amount Awarded ● Amount Requested

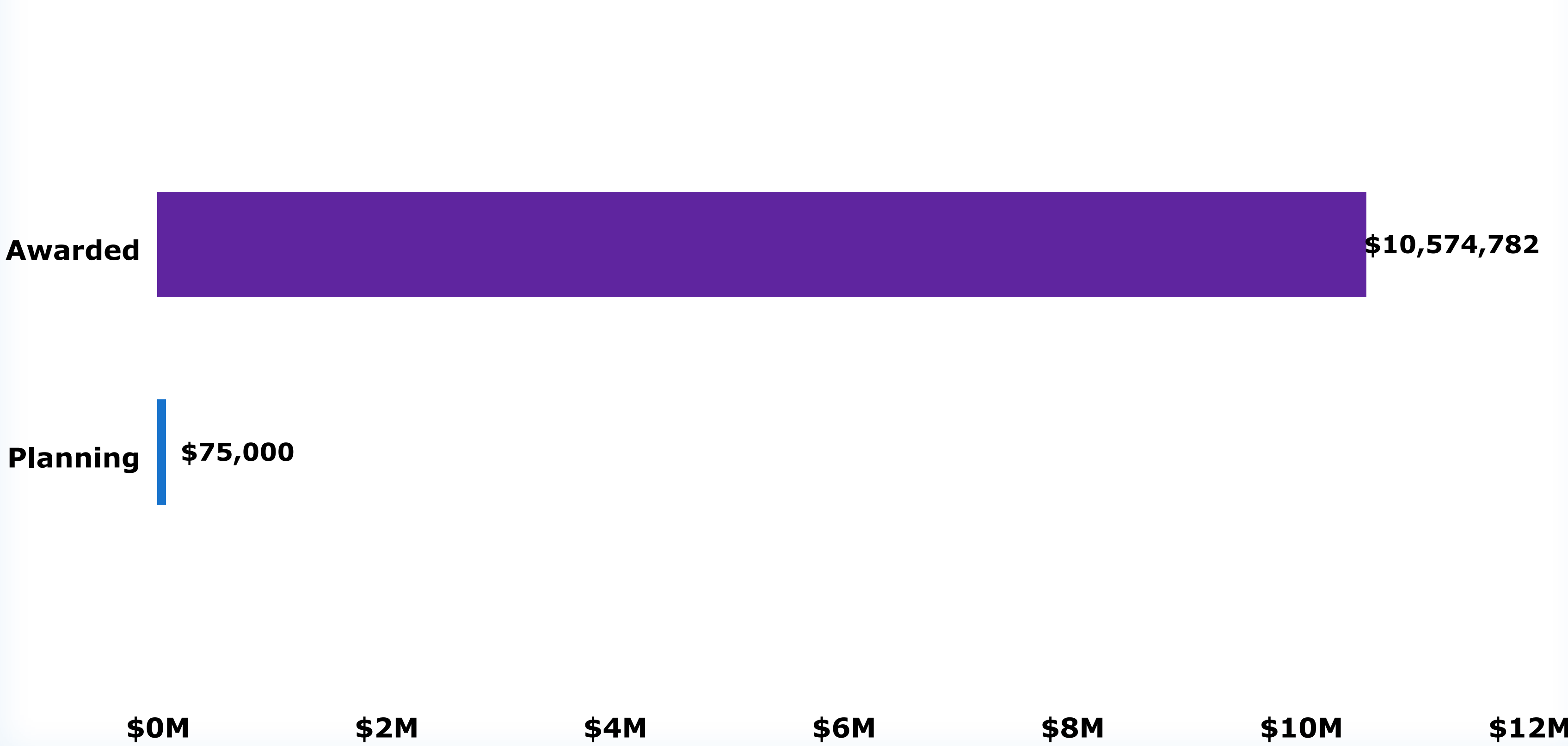


Grant Type

● Federal ● State



Grant Status by Amount





Grant Summary



Grant Charts

DEPARTMENT	GRANT DUE DATE	GRANT TITLE	GRANTING AGENCY	PROJECT SUMMARY	GRANT UPDATE	STATUS DATE	AMOUNT REQUESTED	GRANT AMOUNT AWARDED
Library Services	9/10/2025	Public Humanities Project	National Endowment for the Humanities	Grant will focus on military history and valor, looking at unsung heroes.	Gathering our team, in the planning stage for the grant application.	8/2/2025	\$75,000.00	
Solid Waste	1/9/2025	Lead Service Line Replacement Projects and Emerging Contaminants Studies	NCDEQ	Ann St. Landfill Leachate PFAS treatment -Reverse osmosis, evaporation, and froth flotation system would extract leachate from the leachate storage lagoon, process and discharge the treated leachate via gravity or pump to the discharge line to the Cross Creek WRF.	Awarded	8/26/2025	\$1,919,000.00	1,919,000.00
Solid Waste	4/30/2025	Lead Service Line Replacement Projects and Emerging Contaminants Studies	NCDEQ	The treatment system would extract leachate from the existing leachate storage lagoon or new equalization tanks.	Awarded	8/26/2025	\$8,155,782.00	8,155,782.00
Solid Waste	1/9/2025	Lead Service Line Replacement Projects and Emerging Contaminants Studies	NCDEQ	Wastewater Emerging Contaminants Studies. The treatment system would extract leachate from the existing leachate storage lagoon or new equalization tanks, process and discharge the treated leachate via gravity or pump the discharge line to the Cross Creek WRF.	Awarded	8/26/2025	\$500,000.00	500,000.00
Total							\$10,649,782.00	10,574,782.00



**ASSISTANT COUNTY MANAGER STRATEGIC MANAGEMENT/ GOVERNMENTAL
AFFAIRS**

**MEMORANDUM FOR THE AGENDA OF THE SEPTEMBER 11, 2025
AGENDA SESSION**

TO: BOARD OF COUNTY COMMISSIONERS

**FROM: AMANDA LEE, PE, GENERAL MANAGER FOR NATURAL
RESOURCES; FAITH PHILLIPS, ASSISTANT COUNTY MANAGER**

DATE: 9/11/2025

SUBJECT: CAPITAL IMPROVEMENT PROJECT REPORT

Requested by: CLARENCE GRIER, COUNTY MANAGER

**Presenter(s): AMANDA LEE, PE, GENERAL MANAGER FOR NATURAL
RESOURCES; FAITH PHILLIPS, ASSISTANT COUNTY MANAGER**

BACKGROUND

At the August 14, 2025 Board of Commissioners meeting, Deborah Shaw, Budget and Performance Director, Amanda Lee, PE, General Manager for Natural Resources and Jeremy Stefanko, Internal Services Director presented a Capital Improvement Project Assessment. From this assessment, Amanda Lee and the team have been working on creating reports as well as software and readily available dashboards to show and track progress on Capital Improvement Projects.

A monthly status report is attached. This report demonstrates the phase of the project as well as the health of the project, and budgetary expenditures. The project management software platform will be demonstrated at the agenda session, after a request from the Board of Commissioners Infrastructure Committee at the September 8, 2025, committee meeting.

RECOMMENDATION / PROPOSED ACTION

For information purposes only.

ATTACHMENTS:

Description

Project Phase Descriptions
Solid Waste CIP Projects
Capital Improvement Projects

Type

Backup Material
Backup Material
Backup Material

Code	Phase Description	Phase #	Phase Actions
1	Scoping Study	Phase 1	Mini Brooks exemption or select from QBS list for project scope and opinion of probable cost
2	Professional Services - RFQ	Phase 2	Issue RFQs based on scoping study. Prepare budget revisions as necessary.
3	BOC - RFQ Award	Phase 3	Select best qualified firm for project (Committee/Board Action)
4	Contract Negotiation	Phase 4	Negotiate design contracts.
5	Pre-audit/legal sufficiency	Phase 5	For Professional Services Contract
6	Professional Services - Contract Complete	Phase 6	Execute professional service contract. (Committee/Board Action)
7	Design Phase	Phase 7	Preparation of design and permit documents.
8	Construction Bid Phase	Phase 8	Owner review complete. Project is bid.
9	Construction Contract	Phase 9	Budget review. Recommend award of project. (Committee/Board/Funding agency action)
10	Contract submittal process	Phase 10	Contractor must return within 15 days of notice of award or bid may be rejected.
11	Pre-audit/legal sufficiency	Phase 11	Process should be complete within 60 days of bid award to hold bid pricing
12	Construction Contract Complete	Phase 12	Award contracts. (Committee/Board Action/Funding Agency Action)
13	Contract Execution	Phase 13	Execute contract. (Committee/Board Action/Funding Agency Action)
14	Issuance of PO	Phase 14	Release contract and enter PO in MUNIS
15	Notice to Proceed	Phase 15	Executed by Department Head after issuance of PO. Contract time commences.
16	Construction in Progress	Phase 16	Construction in Progress
17	Substantial Complete	Phase 17	Substantial Completion executed by Department Head
18	Contract Change Order - Budget Revision	Phase 18	Budget Revision (Committee/Board Action/Funding Agency action)
19	Contract Change Order - Pre-audit/legal sufficiency	Phase 19	For Change Order
20	Approval of Change Order	Phase 20	Execute Change order (Committee/Board/Funding Agency action)
21	Project Closed	Phase 21	Project Completion

Project	Description	Amount	As of June 30, 2025	Phase	Project Health
21800	Recycling Center FP Improvements	\$905,150.00	\$905,150.00	16	Previously delayed because of roof repairs
24811	Assembly Court Convenience Center	\$1,200,000.00	\$1,200,000.00	9	
25811	Parkton Convenience Center	\$1,498,152.00	\$1,498,152.00	9	
23863	Wilkes Road Maintenance Shed	\$436,105.00	\$429,308.00	16	
24814	2024 Landfill Gas System Expansion	\$531,785.00	\$26,302.00	18	Budget Revision Needed
24800	Transfer Station	\$5,713,344.00	\$5,535,241.00	14	
SW008	Sediment Pond	\$3,396,657.00	\$3,396,657.00	11	Construction must be completed by December 2026
SW009	(RO) Ann Street LF Leachate Treatment Project	\$5,304,960.00	\$5,304,960.00	5	Budget Revision Needed based on recent letter of intent to fund
TBD	Landfill Expansion - Baby Cell	\$2,000,000.00	\$2,000,000.00	1	

Project	Description	Amount	As of June 30, 2025	Phase	Project Health
24104	Historic Courthouse Elevator Modernization	\$ 280,000.00	\$ 280,000.00	1	Held
24105	Bradford elevator modernization (2)	\$ 560,000.00	\$ 538,900.00	5	Held
24109	Det Ctr elevator modernization (2)	\$ 560,000.00	\$ 560,000.00	1	Held
25308	HQ Lib elevator modernizations	\$ 350,000.00	\$ 350,000.00	1	Held
25310	LEC bathroom updates	\$ 450,000.00	\$ 316,443.00	16	
26305	JEMBC 3rd-5th flr exterior window replacement	\$ 750,000.00	\$ 750,000.00	1	
24118	JEMBC interior painting	\$ 100,000.00	\$ 85,100.00	7	
25317	JEMBC Int Painting	\$ 100,000.00	\$ 96,600.00	7	
26308	JEMBC carpet replacement	\$ 100,000.00	\$ 100,000.00	11	Waiting on State Contract to be Finalized
24102	LEC parking deck	\$ 1,250,000.00	\$ 1,250,000.00	1	
26307	Parking lot repairs	\$ 25,000.00	\$ 25,000.00		
23100	LEC Switchgear	\$ 350,000.00	\$ 142,177.00	17	
23101	HCH Switchgear	\$ 350,000.00	\$ 239,481.00	17	
23102	County Facilities security system upgrades	\$ 450,000.00	\$ 7,900.00	7	
24100	JEMBC fire panel replacement	\$ 500,000.00	\$ 427,150.00	14	
24101	JEMBC cooling tower rebuild (F)	\$ 140,000.00	\$ 140,000.00	1	
24110	County Facilities security system upgrades	\$ 275,000.00	\$ 85,922.00	17	
25300	Det Ctr replace backside cooling towers for older section	\$ 175,000.00	\$ 175,000.00	7	
25303	Bradford replace cooling tower	\$ 175,000.00	\$ 175,000.00	7	
25304	Health UPS replacement	\$ 300,000.00	\$ 300,000.00	8	
25305	Bldg. system review county facilities	\$ 525,000.00	\$ 525,000.00	1	
25311	Agri-Expo Coop Ext install dedicated boiler	\$ 250,000.00	\$ 230,900.00	7	
25315	Fuller HVAC replacement	\$ 46,000.00	\$ 46,000.00	8	
26300	Det Ctr paralleling switchgear replacement	\$ 600,000.00	\$ 600,000.00	1	
26301	Det Ctr mixing valve replacements	\$ 200,000.00	\$ 200,000.00	1	
26302	Anim Svcs air handler replacement	\$ 160,000.00	\$ 160,000.00	7	
26303	Det Ctr kitchen unit replacement	\$ 220,000.00	\$ 220,000.00	7	
26306	CLF Library boiler replacement	\$ 220,000.00	\$ 220,000.00	1	
24115	CMF canopy enclosure	\$ 420,000.00	\$ 420,000.00	1	Feasibility in Question
25301	Anim Svcs Isolation Bldg.	\$ 1,100,000.00	\$ 1,089,019.00	1	
25302	Sheriff Training firing range	\$ 850,000.00	\$ 850,000.00	11	
25313	HCH minor renovations	\$ 150,000.00	\$ 145,382.00	16	
24108	Agri-Expo Coop Ext roof recovering	\$ 350,000.00	\$ 350,000.00	1	
26304	HPM Library roof replacement	\$ 340,000.00	\$ 340,000.00	1	
25314	E Newton Smith Flooring	\$ 77,946.00	\$ 77,946.00	21	
			\$ 11,518,920.00		