



**ROWAN COUNTY COMMISSION AGENDA
SPECIAL MEETING
May 28, 2021 - 3:30 PM**

**Join from a PC, Mac, iPad, iPhone or Android device:
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Call to Order

Invocation

- Provided By: Chaplain Michael Taylor

Pledge of Allegiance

Consider Approval of the Agenda

Board members are asked to voluntarily inform the Board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.

1 Consent Agenda

- A. Requesting Approval to Apply for FY22 5310 Transit Grant Funding

2 Adjournment

Individuals with disabilities who need modifications to access the services or public meetings of Rowan County Government may contact the Clerk to the Board of Commissioners three days prior to the meeting by calling (704) 216-8181 or by utilizing the North Carolina relay number at 1-800-735-2962 (English) or 1-888-825-6570 (Spanish). For additional communication options, please consult: <https://relaync.com>.

ROWAN COUNTY
A COUNTY COMMITTED TO EXCELLENCE



130 West Innes Street - Salisbury, NC 28144
TELEPHONE: 704-216-8180 * FAX: 704-216-8195

MEMO TO COMMISSIONERS:

FROM: Valerie Steele, Airport & Transit Director
DATE: 5/27/2021
SUBJECT: Requesting Approval to Apply for FY22 5310 Transit Grant Funding

Approval to apply for 5310 – (Federal / Urban) was received after a Public Hearing during the November 16, 2020 BOC meeting.

The original request submitted was to utilize the funds under Operating expenses which would require no local match. After research we learned that moving the operation in house changed the area we could apply under. After months of questions we received official word this Monday (5/24/2021) that we can apply under Capital which would allow us to utilize the funding for preventative vehicle maintenance. This requires a 20% local match which is already in the FY22 budget under Vehicle R&M.

Requesting \$120,000: \$100,000 (80% grant) & \$20,000 (20% match). A budget amendment will be submitted to the BOC along with the request to accept the grant funding if awarded.

The application must be submitted prior to the close of business on Tuesday, June 1, 2021.

Approve the requested 5310 amount under Capital and authorize the County Manager to sign the Local Share Certification for Funding Rowan County form.

ATTACHMENTS:

Description	Upload Date	Type
Minutes from 9/16/20 BOC meeting	5/27/2021	Backup Material
5310 FY22 Grant Change Requested	5/27/2021	Backup Material
Form Needing Signature - Local Share Certification	5/27/2021	Exhibit
5310 FY22 Grant Application	5/27/2021	Exhibit

Greg Edds, Chairman
Jim Greene, Vice- Chairman
Mike Caskey
Judy Klusman
Craig Pierce

Aaron Church, County Manager
Carolyn Barger, Clerk to the Board
John W. Dees, II, County Attorney

Rowan County Board of Commissioners

130 West Innes Street • Salisbury, NC 28144
Telephone 704-216-8181 • Fax 704-216-8195

MINUTES OF THE MEETING OF THE ROWAN COUNTY BOARD OF COMMISSIONERS

November 16, 2020 – 6:00 PM

J. NEWTON COHEN, SR. ROOM

J. NEWTON COHEN, SR. ROWAN COUNTY ADMINISTRATION BUILDING

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Present: Greg Edds, Chairman

Jim Greene, Vice-Chairman

Mike Caskey, Member

Craig Pierce, Member

Participating Remotely: Judy Klusman, Member

County Manager Aaron Church, Clerk to the Board Carolyn Barger, County Attorney Jay Dees, Assistant County Manager/CIO Randy Cress and Finance Director James Howden were also present and/or participating remotely.

Chairman Edds convened the meeting at 3:00 p.m.

Chaplain Michael Taylor provided the Invocation.

Chairman Edds led the Pledge of Allegiance.

CONSIDER ADDITIONS TO THE AGENDA

Please note that due to technical difficulties Commissioner Klusman joined the meeting virtually at 6:05 p.m. While waiting for Commissioner Klusman, the Board moved forward with several additions to the agenda as follows:

- Request for a First Baptist Church event to the Consent Agenda as Item T
- Resolution Combatting the COVID-19 Pandemic as agenda item #12a
- Request from County Attorney Jay Dees to substitute the First Amendment Lease in the agenda packet for Infiltrator Water Technologies, LLC with an updated version (Consent Agenda Item Q)

CONSIDER DELETIONS FROM THE AGENDA

There were no deletions from the agenda.

CONSIDER APPROVAL OF THE AGENDA

Commissioner Pierce moved, Commissioner Greene seconded and the vote to approve the agenda as amended passed unanimously (4-0).

CONSIDER APPROVAL OF THE MINUTES

Commissioner Pierce moved, Commissioner Caskey seconded and the vote to approve the minutes of the October 27, 2020 and November 2, 2020 Commission Meetings passed unanimously (4-0).

1. CONSIDER APPROVAL OF CONSENT AGENDA

Commissioner Pierce moved approval of the Consent Agenda as amended. The motion was seconded by Commissioner Caskey and passed unanimously (4-0).

The Consent Agenda consisted of the following:

- A. Work Authorization for NPE Funded Airport Obstruction Tree Clearing CATEx Design Bidding
- B. Board of Election Cares Act Supplemental
- C. Task Order With McGill Associates for Animal Shelter New Dog Adoption Facility
- D. Juvenile Crime Prevention By-Laws
- E. Ratify Z 04-20: Morgan Well & Pump Rezoning
- F. Annual Bond Report
- G. Alternate Location for Piedmont Skydiving New Building
- H. CRF Expenditure Report
- I. Tax Refunds for Approval
- J. Health Department Clinical and Dental Fee Schedule
- K. Synergy Healthcare Agreement - Nurse Practitioner Clinic
- L. Loray Girls Home Contract - Foster Care Services
- M. Procurement Policy Revision - Bond Requirement Threshold
- N. Set Public Hearing for January 4, 2021 Regarding Creation of a Consolidated Human Services Agency
- O. Accept Offer for Purchase of Tax Parcel 025-013 on Barbour Street
- P. Schedule Public Hearing for December 7, 2020 for CDBG-CV Grant
- Q. Infiltrator Lease First Amendment (the First Amendment in the agenda packet was replaced with the following:

THIS FIRST AMENDMENT TO LEASE ("Lease") is made as of the ___ day of November, 2020 by and between Rowan County, a body politic ("Landlord"), and INFILTRATOR WATER TECHNOLOGIES, LLC, a Delaware limited liability company (formerly known as INFILTRATOR SYSTEMS, INC., a Connecticut corporation) authorized to do business in North Carolina ("Tenant").

WHEREAS, Landlord and Tenant have previously entered into that certain Lease Agreement dated the 13th day of December, 2010 ("Lease") with an Initial Term of TEN (10) years and by Article 2 Section (b) and the Lease Addendum Number 1 allows Tenant to exercise two (2) Options to Extend each for five (5) years as long as Tenant is in good standing; and

WHEREAS, Tenant, being in good standing, now desires to extend the Lease for an Extended Lease Term of five (5) years and the same having been approved by Landlord at its November 2, 2020 regular meeting; and

WHEREAS, Tenant also entered into that certain Relocation and Expansion Grant Agreement dated the 1st day of November, 2010 ("Grant Agreement") that sets for the rental amount to be paid by Tenant as "no cost" under Article I, and the same rental rate shall be applied to all Extended Lease Terms pursuant to Article II Section (3); provided,

however, Tenant shall owe some prorated portion of fair market rent pursuant to the Grant Agreement Article III Section (6) in the event the Tenant retains less than the stated number of employees.

NOW, THEREFORE, for and in consideration of the terms, conditions, covenants and promises made herein, the sufficiency of which is hereby acknowledged, Landlord and Tenant agree to amend the Lease, as follows:

1. Paragraph 2(a) "Term": This section shall be amended to strike any reference to "Initial Term" and substitute therein "Extended Lease Term" and further delete any reference to "ten (10) years" and substitute therein "five (5) years". The Extended Lease Term shall begin on December 14, 2020 and shall run through December 14, 2025, unless earlier terminated by Tenant or Landlord consistent with terms of the Lease.

Except as expressly modified and amended herein, the remainder of the Lease shall remain in full force and effect as written.

R. American Indian Proclamation

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and indigenous peoples; and

WHEREAS, the contributions of American Indians have enhanced the freedom, prosperity, and greatness of America today; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich legacy throughout the United States; and

WHEREAS, Native American Awareness Week began in 1976 and recognition was expanded by Congress and approved by President George Bush in August 1990, designating the month of November, as National American Indian Heritage Month; and

WHEREAS, in honor of National American Indian Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned.

NOW THEREFORE, the Rowan County Board of Commissioners does hereby proclaim November as the National American Indian Heritage Month, in Rowan County and urges all our citizens to observe this month with appropriate programs, ceremonies and activities.

S. Catawba College Baseball "First Pitch" Dinner

2. PUBLIC COMMENT PERIOD

Commissioner Klusman joined the meeting remotely at this point at 6:05 p.m.

Chairman Edds opened the Public Comment Period to entertain comments from any citizens wishing to address the Board. The following individual came forward:

- George W. Benson, member of the Board of Elections, thanked the Commissioners, Board of Elections Director Brenda McCubbins, Elections staff and Creative Services Manager April Everett for their work during the election.

With no one else coming forward or having submitted written comments, Chairman Edds closed the Public Comment Period.

3. PUBLIC HEARING & SUMMARY PRESENTATION – EDC 'PROJECT HERO'

Scott Shelton, Vice-President of the Economic Development Commission (EDC), presented the summary for the proposed expansion of Project Hero (Project) in Rowan County. Mr. Shelton reported that the company behind the Project had been a valued employer in the County for years and employed dozens of people in the community.

According to the report in the agenda packet, the company would create 30 new jobs over the next four (4) years, invest approximately \$1.55 million into the property through the expansion of its existing facility and the installation of major equipment. The majority of the improvements would be completed by the end of 2021.

The company was seeking a five-year Level I grant under the County's investment grant program.

According to Mr. Shelton, the EDC was working with the Project to pursue a Building Reuse Grant through the State of North Carolina. The grant would help the company with its planned building expansion, as well as electrical, HVAC and roof improvements.

A grant from the State from its One North Carolina Fund (Fund) was also being sought. The Fund was a discretionary program that offered cash grants for job creation. Salisbury City Council recently authorized the submittal of applications for both of the grants on the company's behalf.

Mr. Shelton reviewed the projected revenue.

Chairman Edds opened the public hearing to entertain comments from anyone wishing to speak regarding Project Hero. With no one coming forward and no one having submitted written comments, Chairman Edds closed the public hearing.

Commissioner Pierce moved to approve the incentive grant request for Project Hero, (subject to the 24-hour period for receiving additional public comment). The motion was seconded by Commissioner Klusman and passed unanimously.

4. PUBLIC HEARING FOR Z 03-20: DANIEL ALMAZAN

Planner Aaron Poplin provided a power point and the staff report for Z 03-20. The applicant, Daniel Almazan, was requesting the rezoning of his client's property at the corner of Briggs Road and Mooresville Road to increase the value to potential commercial buyers. The request involved the rezoning of lots one (1) through five (5) of the Goodman's Corner subdivision platted in 1996. Since its recordation, none of the lots had been developed.

Using the power point, Mr. Poplin showed the property, located on the border of Area 1 and 2 of the Western Area Land Use Plan (LUP), notably located within one of the two recognized Regional Nodes. The LUP encouraged commercial uses in the community commercial nodes that support existing and future population's needs for retail goods and services. Mixed use developments that incorporated small businesses, retail and housing to reduce reliance on municipal services were also encouraged at regional nodes. When commercial development is outside of commercial nodes they should be allowed as conditional uses to encourage nodal development and access management.

The LUP suggested the Technical Review Committee (TRC) play an increased role in review of commercial uses and their potential impacts on surrounding uses within the rural area. The TRC should consider building appearance, design elements, and landscaping for new businesses.

According to the staff report, the CBI district is generally appropriate in areas identified by an adopted LUP that recommended "highway business" along identified NC and US highways; community/regional/potential development nodes; commercial corridors; and existing commercial areas.

The request falls within the Back Creek/ Sloans Creek water supply watershed which is a WS-II. The parcels currently meet the watershed's standards for residential parcels. Commercial development of these parcels would either need to meet the 12% built upon requirements or obtain a Special Non-residential Intensity Allocation (SNIA) permit from the Board of Commissioners. Currently Back Creek/ Sloans Creek has 3143.82 acres left that can be removed from the watershed through the SNIA permit process.

Phase II storm water management of non-residential development on these parcels would be subject to further review from the North Carolina Department of Environmental Quality.

Continuing with the power point, Mr. Poplin reviewed the compatibility of uses. Mr. Poplin reported that most of the adjoining properties in the area were zoned RA or RR and with the primary uses being single family dwellings and agriculture. Locke Volunteer Fire Department (VFD) was located across the street at 5405 Mooresville Rd. There was an adjacent 17.4-acre CBI district with one active commercial use Adam's Automotive (Auto Repair Shop) at 5325 Mooresville Rd. and some vacant commercial properties. There was also a stand-alone 1.79-acre CBI district approximately 600' west of the request that has a vacant commercial building at 5510 Mooresville Rd. All of the commercial buildings in the area were built before zoning came into effect in 1998.

Mr. Poplin discussed the potential impact on facilities such as roads, utilities and schools. Mooresville Rd. has a design capacity of 13,600 vehicles per day and as of 2019 the average daily traffic was 7,200 vehicles per day. Briggs Rd. has a design capacity of 12,500 vehicles per day and as of 2018 the average daily traffic was 4,200 vehicles per day.

According to 911 records, this section of Mooresville Road has had approximately 32 vehicle crashes since 2015. Mooresville Road has an observed right of way of 100' east of the intersection with Briggs Road to accommodate a future widening to four (4) lanes. Both Mooresville Road and Briggs Road are recognized as major thoroughfares.

Staff talked with Eric Goldston, Assistant District Engineer with the North Carolina Department of Transportation (NCDOT) District 9, about any concerns for commercial access onto Briggs/Mooresville Roads. Access onto Mooresville Road would likely be

denied, but access from Briggs Road seemed feasible. There was a good possibility that road improvements would be necessary for a commercial access, but could not be confirmed without having a specific use.

The property would use private well and septic. Both CBI and RR allow the same types of residential development.

The Rowan County Planning Board held a courtesy hearing for the request at its September meeting and there were a few people who spoke in opposition to the request. The main point brought up was a concern about the potential traffic impact a commercial use would have. The Planning Board approved the request and adopted the statements below.

Statement of Reasonableness: The request is in line with Areas 1 and 2 of the Western Land Use Plan; it is located within a community node; the property is adjacent to other CBI zoned properties and is along a major thoroughfare.

Statement of Consistency: The request is consistent with the Western Land Use Plan; Area 1 and 2; the property is located in a community node which promotes and encourages business growth; it is located along a major thoroughfare and in the community's best interest.

Staff Comments noted in the report were:

- All uses allowed in the CBI district should be taken into consideration when evaluating this request.
- The examples given about trip generation are for comparison only. There are no requests for either use at this time.
- Since this is a straight rezoning, no conditions can be applied.
- There were discussions with the applicant about the potential for a Conditional District Rezoning. However, the applicant does not have a specific use in mind, so they couldn't apply for such a district at this time.
- The Board may want to encourage a site-specific rezoning if they feel that certain uses in the district would not be appropriate or if they feel that performance standards should be higher than what would be required otherwise.
- Given this tract's prominence in the Western Area Land Use Plan is a "Regional Node" and recommendations suggest oversight and review by TRC, a detailed development presented as a Conditional District rezoning for these six acres seems warranted as opposed to a general rezoning request to a CBI district.
- Assignment of the Rural Residential (RR) zoning to the property in 1998 was likely created as a "holding district" to ensure development of the property is complimentary to the area and is of a quality and character to enhance the tax base. Likewise, this notion was continued in the Western Area Land Use Plan in the designation as a regional node

Procedurally, Mr. Poplin said the Board should conduct the public hearing; adopt a statement of reasonableness; adopt a statement of consistency; and approve/deny/table Z 03-20.

Commissioner Klusman expressed concern with the site being located in a watershed area. Mr. Poplin pointed out that if an applicant wanted to increase a watershed area to more than the 12% impervious surface, the applicant would have to come back before the Commissioners.

Commissioner Greene pointed out the Commissioners had approved a Proclamation at its last meeting honoring the importance of the farming industry and the application was another example of farmland being taken up by a commercial use.

In response to an inquiry from Chairman Edds, Mr. Stewart shared information pertaining to the Planning Board's discussion of the application and support of the straight CBI district. Mr. Stewart felt it important to note the Board of Commissioners could not directly require the applicant to submit a conditional district but indirectly it could by saying it had concerns with what was permitted by right and whether it was reasonable for the location. Also, based on the LUP and the two (2) regional nodes, the Board could ask for more information before making its decision.

Chairman Edds opened the floor for the applicant to share comments. Daniel Almazan of Allen Tate Realtors said he was representing the owner, Greer Goodman, in the application. Mr. Almazan said in 1996 Mr. Goodman and his son, Neal, bought the acreage. According to Mr. Almazan, Mr. Goodman's son had since passed away and Mr. Goodman, now 95 years old, felt it was the time to do something with the property. Mr. Almazan said when considering the highest and best uses, it made more sense to consider the uses across the street.

Commissioner Greene inquired about the State's 100' driveway requirement from the Mooresville Road intersection. Mr. Almazan said there were several limitations and the NCDOT would decide where the driveway would be located; the NCDOT may also require a turn lane. Mr. Almazan said the site did not have sewer, which limited what could be located on the site. Mr. Almazan said due to the impervious coverage the applicant may have to come back before the Board.

Chairman Edds opened the floor to receive citizen input regarding Z 03-20. The following citizens addressed the Board:

- Larry Bell of Briggs Road spoke in opposition to the request.
- Tiffany Wallace of Mooresville Road (participated remotely) spoke in opposition to the request.
- Bridgette Bell of Briggs Road spoke in opposition to the request.

With no one else wishing to address the Board, Chairman Edds closed the public hearing.

Following comments from the Board and a brief question and answer period pertaining to the traffic and the compatibility of uses, Chairman Edds reiterated the watershed issue would require the applicant to have to come back before the Board. Chairman Edds stated the Board would then have more input regarding the site. Chairman Edds said the property was in a commercial node as part of the LUP developed in 2009. Chairman Edds said he had messaged Mr. Almazan to inquire if the plans were to locate a Dollar General on the site and the response was no.

Commissioner Klusman reiterated her concerns with the watershed issue and said she felt people should consider pervious surfaces as opposed to concrete. Commissioner Klusman also discussed the matter of traffic and said the County should start planning now for future growth and to limit the number of driveways along Mooresville Road.

Commissioner Caskey referred to the older businesses across the road that were zoned CBI. Commissioner Caskey asked if those structures were to be sold (such as to a Dollar General), whether the businesses would have to come before the Board for the watershed issue. Mr. Poplin said he was fairly certain the watershed started at Briggs Road; however, in the event those existing properties were in the watershed area, the impervious coverage they currently had would be grandfathered in.

Chairman Edds said the properties would be limited in what uses could locate on the sites because of the impervious coverage.

Chairman Edds read the Statement of Reasonableness, which he put in the form of a motion, as follows: The request is in line with Areas 1 and 2 of the Western Land Use Plan; it is located within a community node; the property is adjacent to other CBI zoned properties and is along a major thoroughfare. The motion was seconded by Commissioner Pierce and passed unanimously (Commissioner Greene did not vote and is therefore counted in the affirmative).

Chairman Edds read the Statement of Consistency, which he put in the form of a motion: The request is consistent with the Western Land Use Plan; Area 1 and 2; the property is located in a community node which promotes and encourages business growth; it is located along a major thoroughfare and in the community's best interest. The motion was seconded and passed 4-1 with Commissioner Greene dissenting.

Commissioner Pierce moved, Commissioner Caskey seconded and the vote to approve Z 03-20 passed 4-1 with Commissioner Greene dissenting.

5. PUBLIC HEARING: FY '22 TRANSPORTATION GRANT APPLICATION DESCRIPTIONS AND AMOUNTS

Valerie Steele, Airport and Transit Director, discussed the FY '22 transportation grant application descriptions and provided a breakdown for each as follows:

5311 - Community Transportation Program [CTP] application will secure 80% grant support for RTS administrative costs.

Administration: Requesting \$247,140: \$210,069 (80% grant) & \$49,428 (updated from the original amount submitted in the agenda packet) (20% county match). The grant will provide salary support for three positions (director, manager, safety and training officer), travel, communications, utilities, advertising, secured parking lot rent and office expenses.

5310 – (State / Rural) Enhanced Mobility of Seniors and Individuals with Disabilities Program application will provide rural operating funds in support of increased demands for Dialysis transportation and continued service to Rowan Vocational Opportunities and Trinity Living Center.

Operating: Requesting \$275,000: \$137,500 (50% grant) & \$137,500 (50% match from contract revenue and ROAP funding). No county match.

5307 – Federal Urbanized Area Formula Program application will provide operating funds for Rowan Express.

Requesting \$14,796: \$7,398 (50% grant) & \$7,398 (50% match from contract revenue). No county match.

Combined Capital Equipment (Federal Section 5311, 5311 Appalachian, 5307, 5339) application will secure 80% grant support for Vehicles replacements.

Requesting \$658,000: \$526,400 (80% grant) & \$131,600 (20% county Match)

1. Ten (10) vehicles qualified for replacement in FY'22. DOT (over 100,000 mile)
2. No guarantee the request for new vehicles will be approved by NCDOT.
3. New vehicle deliveries arrive in spring of 2022. Upon the receipt of replacement vehicles, the old vehicles must be sold at a county auction or through govdeals.com with all proceeds to be spent on transit operations.

Total of NCDOT Grants: \$1,194,936 **Total County Match:** \$181,028 (updated from the original amount submitted in the agenda packet)

5310 – (Federal / Urban) Enhanced Mobility of Seniors and Individuals with Disabilities Program (City of Concord is the Grantee for this Grant) application will provided urban operating funds in support of increased demands for Dialysis transportation and continued service to Rowan Vocational Opportunities and Trinity Living Center.

Requesting \$240,000: \$192,000 (80% grant) & \$48,000 (20% match from contract revenue and ROAP funding). No county match.

Chairman Edds opened the public hearing for FY '22 Transportation applications. With no one wishing to address the Board, Chairman Edds closed the public hearing.

Commissioner Pierce moved, Commissioner Greene seconded and the vote to approve the CTP FY 2022 grant application passed unanimously

Below is a screenshot from the November 16, 2020 BOC minutes. A public hearing was held for all of the transit grants being applied for FY22.

Original 5310 request:

5310 – (Federal / Urban) Enhanced Mobility of Seniors and Individuals with Disabilities Program (City of Concord is the Grantee for this Grant) application will provided urban operating funds in support of increased demands for Dialysis transportation and continued service to Rowan Vocational Opportunities and Trinity Living Center.

Requesting \$240,000: \$192,000 (80% grant) & \$48,000 (20% match from contract revenue and ROAP funding). No county match.

After receiving information from the FTA on eligibility due to changes moving system in house the new request is:

5310- (Federal /Urban) Enhanced Mobility of Seniors and Individuals with Disabilities Program (City of Concord is the Grantee for this Grant) application will provide funds to support preventative maintenance, vehicle rehabilitation or overhaul, and maintenance on the vehicle wheelchair lifts on the RTS rolling stock activities.

Requesting \$120,000: \$100,000 (80% grant) & \$20,000 (20% County match from the FY22 Budget R&M Vehicles).

Local Share Certification for Funding

Rowan County

The local match must be provided from sources other than federal Department of Transportation funds. Guidance is provided in the 5310 Overview about eligible sources of matching funds. Applicants are responsible for verifying the eligibility of non-USDOT federal funds the applicant proposes to use as their local match.

Rowan County will utilize the Traditional Capital Funding at the 80% Federal rate, the 20% local match will be provided using County General Fund.

Requested Funding Amounts

	Net Project Cost	Local Share	Local Source(s)
Capital (Vehicles & Other)	\$ 120,000	\$ <u>20,000</u> (20%)	County General Fund <u>(already allocated in FY22 budget submission under Vehicle R&M 1144529-543020)</u>
Operating	\$ <u>0</u>	\$ <u>0</u> (50% of net)	1. 2. 3.
TOTAL	\$ <u>120,000</u>	\$ <u>20,000</u>	

I, the undersigned representing **Rowan County** do hereby certify that the required local funds will be available as of **July 1, 2021**.

Signature of Authorized Official

Aaron Church, County Manager

Type Name and Title of Authorized Official

Date

Section 5310 Funding Program Application

Please complete Parts I – III of the 5310 Funding Program Application. Return the completed application to City of Concord as noted in the Application Process Section.

Part I – Funding Request

Applicant Information

Organization Name: Rowan County

Contact Person: Valerie Steele

Address: 2726 Old Concord Rd

City, State, Zip: Salisbury, NC 28146

Telephone: 704-239-1434 (cell) Fax: 704-216-7978

Email: valerie.steele@rowancountync.gov

Website: www.rowantransit.com

Project Information

Title: Rowan Transit System (RTS) Traditional Capital Project

Brief Description: The project funding will be utilized for preventative maintenance, vehicle rehabilitation or overhaul, and maintenance on the vehicle wheelchair lifts on the RTS rolling stock activities for Section 5310.

Project Type: Traditional ☒ Other ☐

Service days/hours (if applicable): Monday-Friday 5:30am-5:30pm

Estimated Cost per One-Way Trip (if applicable): _____

Estimated Daily Riders per Weekday/Weekend (if applicable): _____

Part II – Project Narrative

Please complete the Project Narrative questions below for your application. These questions closely align with the Project Selection Criteria included in the 5310 Program Management Plan and 5310 Application Package.

Expanded Project Description

This project will allow RTS funding to service, repair and maintain the vehicles and wheelchair lifts utilized for transportation of seniors and individuals with disabilities. This funding will allow us to continue to provide uninterrupted service to seniors or other individuals with disabilities. Completing timely preventative maintenance action will ensure that the entire fleet remains available for use and maximize the number of individuals we can serve.

Project Needs

How is the proposed project consistent with eligible 5310 program activities and objectives of the 5310 funding program?

The Section 5310 funding under this project will be utilized for preventative maintenance, vehicle rehabilitation or overhaul, and maintenance on the vehicle wheelchair lifts on the RTS rolling stock activities.

Describe how the project will increase or enhance the availability of transportation for the elderly and disabled populations in the Cabarrus-Rowan Urbanized Area?

Vehicles and wheelchair lifts are a necessary component of transportation for the seniors and other individuals with disabilities within Rowan County. Completing timely preventative maintenance services will assist with increasing the number of vehicles available for use and maximize the number of individuals we can serve. The funding from this project will go directly towards vehicle maintenance costs.

What need(s) does the project address in the Local Coordinated Plan? Please provide the page number(s) in the Local Coordinated Plan your project corresponds with.

Does the project provide a service or investment that otherwise would not be available? If so, please explain.

N/A The project is for vehicle maintenance.

Project Planning and Implementation

Describe how the proposed project might coordinate or link with other transportation providers or transportation stakeholders?

N/A The project is for vehicle maintenance.

Describe the project timeline and project lifespan?

The project will be for the County Fiscal Year 2022.

Please note how you plan to market your proposed project? If an existing service, note how your service is currently marketed?

N/A The project is for vehicle maintenance.

When could your project begin upon receiving funding? Describe the process your organization would take to implement the project.

Project activities begin immediately after the project budget amount is awarded. Vehicle services A, B, C and D are in place as are wheelchair inspections and maintenance intervals.

Project Budget

Draft Program Management Plan

In addition to filling out the Proposed Project Budget, note any plans for continued investment and/or maintenance for the proposed project after the 5310 funds are spent.

After 5310 funds are expended the remaining preventative maintenance will come from the County General Fund as budgeted for FY22 in the Vehicle R&M account.

Program Effectiveness and Evaluation

How does your organization plan to collect information to monitor quality control and customer satisfaction related to implementing the proposed project? Include in your description any measurable indicators you propose to use.

N/A The project is for vehicle maintenance.

Organizational Preparedness

Describe the staffing plan for this project. Who would be the primary staff person responsible for managing the grant? What other staff would be involved? Describe any relevant past experience these staff have in working on the type of project proposed.

Valerie Steele, Director of both the Rowan Transit System (RTS) and the Mid Carolina Regional Airport, has over 18 years of experience in the transportation industry. Valerie is responsible for administrative, budgetary, and regulatory compliance and provides the overall representation for RTS. She is the direct liaison between RTS and the County Manager and Board of Commissioners. Kristy Cowden, RTS Accounting Specialist II, has over 27 years of experience in accounting and has 13 years' experience with multiple government grants. Kristy is responsible for all accounts payable, accounts billable, budget amendments and grants administration and reimbursement requests for Rowan Transit System. Valerie and Kristy have access to the NCDOT on-line grants system Enterprise Business System (Partner Connect). Kristy

will be the primary contact. Avis Heggins, RTS Operations Manager, has over 8 years of experience in transportation and safety management including firsthand experience as a driver. Avis is responsible for managing the daily operation of all aspects of the transit program for Rowan County. She is the direct scheduler and supervisor for all of the RTS and the drivers and is well versed in all FTA and NCDOT rules and regulations. Raynah Phillips, Safety and Training Officer has over 5 years' experience working directly with safety operations and has developed a holistic approach to safety training by attending many training opportunities offered across the US and implementing the best practices learned. Raynah is in charge of building a safety culture, developing and providing regular safety meetings, training and activities. Her main responsibility is to establish and promote a safe, accident free, and healthy work environment. Additionally, she ensures compliance with County, local, state and federal regulations regarding transit operations such as vehicle safety and driver certifications.

Please note any experience your organization has with financial reporting such as quarterly reports, annual audits and/or other forms of financial reporting.

Rowan Transit is a department of Rowan County Government. RTS Staff has many years of combined experience in Transportation, Financial and Grant Management. RTS staff is on site daily to monitor operations and ensure all grant requirements are met.

Describe any training, maintenance, inspections and/or service monitoring you plan to do focused on managing risk and providing safe services?

Rowan Transit has a System Safety Program Plan that is approved by NCDOT Public Transportation Division's Safety Office and also completed a PTASP. RTS staff is held to the standards set forth in the plan. As program managers for Rowan County, RTS Staff ensures that all training and vehicle maintenance requirements are met. RTS is dedicated to managing risk and providing a safe service. Everyone is viewed as a Safety Officer.

Part III – Proposed Project Budget

Project Funding

Local matching funds are required for all application submittals. For projects requiring operating funds the required match is 50% from non-federal transportation funds. For capital projects the required match is 20% + from non-federal transportation funds. Some potential capital match exceptions are noted in the FTA guidance and the CK Rider Area Transit 5310 Program Management Plan.

Total Project Budget	<u>\$ 120,000.00</u>	
Capital Federal Share	<u>\$100,000.00</u>	80 %
Capital Local Match	<u>\$20,000.00</u>	20 %

Local Match Fund Source: County General Fund

Note: The applicant must demonstrate a commitment to provide local funds and provide appropriate documentation. Documentation may be in the form of a letter or other supporting documentation noting where funds will be drawn from.