

Regular Session, September 4, 2012, 9:30 a.m.  
Catawba County Board of Commissioners

The Catawba County Board of Commissioners met in regular session on Tuesday, September 4, 2012 at 9:30 a.m. in the Robert E. Hibbitts Meeting Room of the 1924 Courthouse, 30 North College Avenue, Newton, North Carolina.

Present were Chair Katherine W. Barnes and Commissioners Dan A. Hunsucker, Barbara G. Beatty and Randy Isenhower.

Vice-Chair Lynn M. Lail was absent.

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

1. Chair Katherine W. Barnes called the meeting to order 9:30 a.m.
2. Commissioner Dan Hunsucker led the Pledge of Allegiance to the Flag.
3. Commissioner Barbara G. Beatty offered the invocation. Chair Barnes noted that Vice-Chair Lynn M. Lail was out of town and unable to attend the meeting.
4. Commissioner Beatty made a motion to approve the minutes of the Board's Regular Meeting of August 20, 2012. The motion carried unanimously.
5. Recognition of Special Guests: Chair Barnes welcomed everyone present.
6. Public Comments for Items Not on the Agenda: Keith Scronce of Scronce Used Parts and Cars, Inc. in Conover came forward to invite the Board members to visit his business on Recycling Road in Conover. Mr. Scronce plans to submit a rezoning request that would allow him to expand his business.
7. Presentations:
  - a. All Board members came forward and joined Chair Barnes in presenting a Certificate of Achievement of Excellence in Financial Reporting and the Popular Annual financial Reporting Award presented by the Government Finance Officers Association (GFOA) to the Finance Director Rodney Miller, Assistant Finance Director Jeanne Jarrett and Internal Auditor Kenneth Maynor. The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in the area of governmental accounting and financial reporting and has been awarded to the County for 30 consecutive years. The award is presented to governmental units that the GFOA says prepare and publish an easily readable, understandable, comprehensive annual financial reporting covering all funds and financial transactions during the fiscal year. The Popular Annual Financial Reporting Award is presented to local governments that create a report which gives highlights of the County's fiscal year in a summary format in a manner judged by peers as outstanding across several criteria.
  - b. Commissioner Hunsucker presented Fire and Rescue Manager Mark Pettit with a proclamation recognizing October 7-13, 2012 as Fire Prevention Week urging Catawba County citizens to protect their homes and families by practicing home fire safety and by having a home fire escape plan in place.
8. Appointments:

Commissioner Dan Hunsucker recommended the appointment of Don Essary for an unexpired term on the Newton-Conover Auditorium Authority Board of Directors. Mr. Essary's term will expire June 30, 2015. Chair Barnes presented a recommendation of Vice-Chair Lynn Lail to reappoint Barbara Huffman for a second term on the Nursing and Rest Home Advisory Board. Ms. Huffman's term will expire September 12, 2015. These recommendations came in the form of a motion. The motion carried unanimously.
9. Departmental Reports:
  - A. Emergency Services:

1. Emergency Services Director Bryan Blanton presented a request for the Board to appropriate existing fund balance in the amount of \$30,000 for the Bandys Crossroads Volunteer Fire Department. The department secured financing from BB&T in the amount of \$1,200,000 for construction of one replacement and one new fire station. Actual construction costs exceeded the loan amount by \$90,000. BB&T provided the department with a line of credit account of up to \$100,000 to cover this unexpected expense. The department now has the option of paying off this line of credit or transferring the \$90,000 to the original loan. The department will use the \$30,000 in fund balance, combined with \$60,000 of funds they currently have available, to pay off the line of credit. By paying this amount now, the department will save interest payments over the life of the loan. Historically, each department has its own fund balance, which is carried from year to year unless the department makes a request to appropriate it. The fund balance is created through tax revenue collections exceeding the projections established by the Budget Department prior to the fiscal year. The department can utilize 90% of its existing fund balance to address major projects such as buildings, building additions, truck replacement and other non-recurring needs such as equipment items. Ten percent of each department's fund balance is held for unforeseen expenditures during the budget year. Bandys' existing fund balance is \$66,340. Commissioner Isenhower asked where the \$60,000 came from. Mr. Blanton indicated this was Bandys Crossroad FD's own funds and monies that did not go through the County. Commissioner Isenhower also asked if the equity line would be cancelled and it was confirmed that it would be. Commissioner Beatty made a motion to appropriate these funds. The motion carried unanimously.

The following appropriations apply:

<u>Appropriation of Existing Fund Balance</u>		<u>Expense</u>	
358-260010-690100	\$30,000	358-260010-849010	\$30,000
Fund Balance		Fire Protection	

2. Emergency Services Director Bryan Blanton presented a request for the Board to issue a Pyrotechnics Permit to Rock Barn Golf & Spa. The permit is for a fireworks display to be conducted on September 16, 2012, at 3763 Golf Drive in Conover, North Carolina. This display is a part of Volunteer Appreciation Night for the 2012 Greater Hickory Classic at Rock Barn. The display is scheduled to occur at 8:30 p.m. and last approximately 30 minutes. Rock Barn Golf & Spa has contracted with Pyro Shows Inc, which has a valid "Outdoor Pyrotechnics Display Operators Permit" through the North Carolina Department of Insurance's Office of State Fire Marshal. Based on the application, all statutory requirements have been or will be met. If, at any time, any requirement of the permit is not satisfied, the Fire/Rescue Division will immediately revoke the permit. Commissioner Hunsucker made a motion to issue the permit. The motion carried unanimously.

B. Purchasing:

Purchasing Manager Debbie Anderson presented a request for the Board to adopt a Green Purchasing Policy. In 2007, the Board approved a Buy Recycled Policy, with the purpose being to promote consideration of environmental impacts when making procurement decisions for goods and services. Since the implementation of the Catawba County Green Initiatives Program in 2009, a significant emphasis has been placed on implementation of "green" environmentally friendly practices countywide.

Building upon the foundation laid in 2007, Catawba County has adopted an organization-wide green purchasing goal to "*make County operations more environmentally friendly by encouraging County departments and contractors to purchase at least 20 percent recycled and environmentally preferred products.*" Staff is focused on progressing towards this goal as resources allow. The adoption of a revised Buy Recycled Policy – now re-named the Green Purchasing Policy – provides an enhanced framework in which to do this. While the policy intent has not changed since the Board's original adoption in 2007, specific revisions to this policy include:

- Further definition of what constitutes green purchasing
- Identification of key attributes of green products and services

- Emphasis of the County's commitment to buy locally sourced green products, when available, as a way of supporting local businesses in expanding into this market space
- Filtering questions to guide staff when identifying green products and determining whether to purchase green versus conventional products (including some language on the need to balance considerations of life cycle costs against product quality and recycled content)
- Third-party certification and labels upon which staff can rely in assisting with identifying green products
- Clarification of responsibilities relating to the Purchasing Manager and the departments served in terms of further delineating who does what.

Debbie Anderson answered questions regarding the quality of the green products and any issues that had arisen regarding these products. Commissioner Hunsucker made a motion to adopt this policy. The motion carried unanimously. The following policy applies:

**Catawba County Green Purchasing Policy  
August 15, 2012**

**DEFINITION OF "GREEN PURCHASING"**

Sustainable purchasing often means "buying green"—that is, choosing products and services that are recycled, recyclable, energy-efficient, and/or non-toxic and that minimize environmentally harmful processes and products in their production. Catawba County will pursue green purchasing so that the products and services that the County acquires and provides are as sustainable as the County can make them—with the lowest environmental and most positive economic and social impacts. The County actively supports and encourages local manufacturers and businesses to enter the emerging recycled and green product markets and, when feasible, will purchase from local manufacturers and businesses.

Some key attributes of green products and services are:

- maximized use of recycled content;
- absence of hazardous chemicals;
- minimized energy consumption;
- reduction of solid waste;
- air quality enhancement;
- water conservation;
- maximized product useful life;
- minimized packaging; and
- recyclability or biodegradability.

**GREEN PURCHASING**

County employees will make every effort to identify and purchase green products, as long as those items meet or exceed specifications and required quality levels and meet appropriate cost guidelines. Emphasis will be given to products and materials made from post-consumer recycled materials and products sourced from local manufacturers and businesses, when available. Vendors and contractors who provide goods and services to the County are encouraged to follow this policy to the greatest extent possible.

When purchases are necessary, serious consideration will be given to durable items, reusable items, items that conserve energy or water, items having minimal packaging, and items that are readily recycled at the end of their useful life. Purchasing will identify green products that meet the specifications, quality levels, and cost criteria of the using departments. The following questions will serve as a guide for Purchasing:

1. Is the product made from recycled or repurposed materials?
2. Is it reusable or more durable or long-lasting than alternative products?
3. Does it avoid the use of unnecessary fragrances or dyes?
4. Does it have minimized packaging and/or use recovered materials in packaging?
5. Does it release pollutants or toxins during its use or storage?

6. Does it conserve energy or use a renewable energy source?
7. Does it conserve water?
8. What happens to the product at the end of its useful life? Can it be recycled? Will the manufacturer take the product back?

**TOXICITY AND POLLUTANTS**

County departments will make every effort to procure chemicals and products that have low toxicity or are non-toxic. Products that have the fewest adverse health effects—such as skin, eye, nose, throat, and lung irritation—and that avoid volatile organic compounds and unnecessary additives are to be preferred.

**PRODUCT SELECTION**

While acknowledging that the up-front purchase costs of some green products may exceed the costs of non-recycled or less energy-efficient products, departments should consider return on investment over the life cycle of the product as well as the environmental benefits, performance quality, and available budget before making a final purchasing decision.

**TRACKING**

Departments track and enter all purchases related to green products through a tracking program accessible through the County’s PeopleSoft Financial System. Reported information is used to gauge the County’s progress towards reducing its environmental impact and integrating practices that support sustainability into on-going operations.

**THIRD-PARTY CERTIFICATIONS AND LABELS**

Departments are encouraged to use independent, third-party environmental certifications or labels as a guide in choosing materials, products, and services for purchase. The following list highlights a few of the best-known national standards.

<p><b>EcoLogo:</b> wide variety of green products  <a href="http://www.ecologo.org/">(http://www.ecologo.org/)</a></p> 	<p><b>GreenGuard:</b> products for the indoor environment  <a href="http://www.greenguard.org">http://www.greenguard.org</a></p> 
<p><b>Energy Star:</b> energy-saving rating for appliances and electronics  <a href="http://www.energystar.gov">http://www.energystar.gov</a></p> 	<p><b>Green Seal:</b> wide variety of green products  <a href="http://www.greenseal.org">http://www.greenseal.org</a></p> 

**RESPONSIBILITIES**

Departments are expected to:

- Consider green products from the perspective of life cycle cost and environmental benefits when making procurement decisions.
- Become familiar with sources of quality green products and request green alternatives when feasible.
- Evaluate all goods and equipment requested to buy, lease, or rent for compatibility with the use of green products.
- Always look for environmental labeling, including those listed above.
- Report all purchases related to green products into the tracking program found on the County’s PeopleSoft Financial System.

County Purchasing Manager is expected to:

- Provide guidance and support to departments by identifying green vendors, products, and services that meet the specifications, quality levels, and cost guidelines.
- Conduct “buy green” training program for county employees.
- Encourage the purchase of products with strong green qualities (e.g., high percentage of recycled content, high energy savings, little unnecessary waste).
- Ensure Bids/RFP’s include the following language: “What measures will your firm take to minimize impacts to the environment in the delivery of services or products? What are the big environmental impacts in your industry? How will you mitigate these impacts in the delivery of your services? Please demonstrate your firm’s commitment to green business practices; you may include copies of reports, policies or plans.”
- Track County’s total annual dollar purchases of green products and services.
- Compile the tracked information from county departments to assist in the development of the Buy Recycled Annual Report.
- Actively seek ways to educate and promote the intent of this policy.

County Waste Reduction Coordinator is expected to:

- Assist in any training on “buy green” purchasing and waste reduction.
- Assist in the development of the Buy Recycled Annual Report.
- Assist county departments, purchasing manager, and other purchasing staff in creating, maintaining, and improving recycling efforts.
- Work with purchasing manager and staff to meet the goals of this policy.

10. Other Items of Business: None.
11. Attorney’s Report: None.
12. Manager’s Report: County Manager J. Thomas Lundy recommended the Board consider moving into closed session pursuant to North Carolina General Statute 143.318.11(a)(4) to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body. No action was anticipated to be taken by the Board upon return to open session. Commissioner Hunsucker made a motion to move into closed session for this reason. The motion carried unanimously. The Board moved into closed session at 9:55 a.m.
13. Adjournment. The Board returned to open session at 11:10 a.m. No action was taken. Commissioner Hunsucker made a motion to adjourn at 11:11 a.m. The motion carried unanimously and the meeting was adjourned.

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Katherine W. Barnes, Chair  
Catawba County Board of Commissioners

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Barbara E. Morris  
County Clerk