

# Union County, NC

Union County Government Center  
500 North Main Street  
Monroe, North Carolina



## Meeting Agenda

**Monday, September 15, 2025**

**6:00 PM**

**Board Room, First Floor**

### **Board of Commissioners**

*Chair Melissa Merrell*

*Vice Chair Brian Helms*

*Commissioner Clancy Baucom*

*Commissioner Christina Helms*

*Commissioner Gary Sides*

#### *Visitor Advisory*

*Due to construction on the first floor of the UC Government Center, the primary entrance off Main Street Plaza is closed. Throughout construction, visitors should follow signage to enter or exit the facility. For meetings of the Board of County Commissioners, two temporary entrances will be available. Meeting attendees may enter via Main Street Plaza (near the intersection of W. Crowell St. and N. Stewart St.) or via the ground floor of the Government Center (off N. Church St.). To learn more about the project or view a project map, visit [ucgov.info/PardonOurProgress](http://ucgov.info/PardonOurProgress).*

**Closed Session - 5:15 PM**[25-587](#)**Closed Session****INFORMATION CONTACT:**

Lynn G. West, Clerk to the Board of Commissioners, 704-283-3853

**ACTION REQUESTED:**

Enter into Closed Session pursuant to NCGS 143-318.11.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Enter into Closed Session for the following purpose(s):

- 1) pursuant to G.S. 143-318.11(a)(3), to consult with an attorney in order to preserve the attorney-client privilege; and
- 2) pursuant to G.S. 143-318.11(a)(4), to discuss matter relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and
- 3) pursuant to G.S. 143-318.11(a)(5), to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

**FINANCIAL IMPACT:**

None.

**Opening of Meeting - 6:00 PM**

**Invocation - Commissioner Christina Helms**

**Pledge of Allegiance**

**Informal Comments****Public Hearing(s)****Staff Recognition**[25-562](#)**NCACC Heroic Hands Honoree****INFORMATION CONTACT:**

Patrick Niland, County Manager's Office, Deputy County Manager,  
704-283-3630

**ACTION REQUESTED:**

Recognize Parks & Recreation Employee Jared Steele for being honored by the NCACC as part of its Heroic Hands initiative.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County Parks Superintendent Jared Steele has been recognized as a local hero through the North Carolina Association of County Commissioners' (NCACC) Heroic Hands initiative. The program, launched earlier this year, celebrates the often-unseen yet deeply impactful work of county employees across the state. The initiative honors one individual in each county across North Carolina, recognizing local public servants who have made meaningful impacts in their community.

During the NCACC's 118th Annual Conference on August 21 in Pitt County, Steele was honored, alongside community leaders from across the state. County leaders nominated him for his exceptional service, leadership and teamwork.

Steele has been employed by Union County Government for 25 years. As Park Superintendent, Steele leads goals and strategies for County parks and oversees programs and services. However, it's his contributions outside of his role that have earned him much-deserved recognition. These contributions include work with the Rural Land Use Plan Committee, Firefighters' Burned Children's Fund, Union County Emergency Services, and the N.C. Forest Service.

The Heroic Hands initiative recognizes the essential work of county staff across North Carolina, from first responders and public health professionals to employees in parks and recreation, finance, public works, and beyond.

**FINANCIAL IMPACT:**

None.

**Consent Agenda**

[25-555](#)

**Contract – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design****INFORMATION CONTACT:**

John Shutak, Union County Water, Engineering Director, 704-283-3651

**ACTION REQUESTED:**

Authorize the County Manager to 1) negotiate and execute an agreement with WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each at the County Manager's discretion.

**PRIOR BOARD ACTIONS:**

1) March 1, 2021, Regular Meeting, Agenda Item #4 - Approved WK

Dickson Task Order 2021-01 to complete an engineering condition assessment of the Septic Tank Effluent Gravity (STEG) wastewater collection system in Waxhaw.

2) March 20, 2023, Regular Meeting, Agenda Item #23-057 - Approved WK Dickson Task Order Task Order 2021-09 for engineering design services for Year 1 of the two year wastewater collection system replacement program.

**BACKGROUND:**

The Capital Improvement Plan (CIP) includes an annual allocation in the Wastewater Rehabilitation & Replacement Program to assess, prioritize, and rehabilitate/replace sanitary sewer collection system infrastructure. This project is Year 2 of a two-year rehabilitation project to replace the aged STEG wastewater collection system in Waxhaw. It will consist of the replacement of approximately 7,700 linear feet of 4-inch and 6-inch sewer pipe with 8-inch sewer mains on the south side of Highway 75 in downtown Waxhaw.

WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina has been selected to provide engineering services for Task Order 8678-05 - Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design. WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina was chosen from a list of vendors previously selected from RFQ 2024-024 - Engineering Services for Water/Wastewater System Improvements to provide these services for Union County projects.

**FINANCIAL IMPACT:**

The total cost of the contract with WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina is \$196,000.00. Sufficient funds are available within the adopted capital account 60185535 - Waxhaw Sanitary Sewer Replacement & Rehabilitation Year 2.

**25-571**

**Budget Amendment – Contributions to East Fork Twelve Mile Creek Flood Analysis Design and Cost Estimate Study**

**INFORMATION CONTACT:**

Lee Jenson, Planning, Director, 704-283-3564

**ACTION REQUESTED:**

Adopt Budget Amendment #2 to recognize, receive, and appropriate contributions from Indian Trail and Wesley Chapel to perform limited area East Fork Twelve Mile Creek Flood Analysis Design and Cost Estimate study.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County will receive \$20,000 from Indian Trail & Wesley Chapel for contributing to a stormwater study. The County is using \$10,000 of our funding toward this, which is already budgeted.

**FINANCIAL IMPACT:**

\$20,000 for Stormwater Study.

**25-556**

**Grant Application – Transportation FY2027 Combined Capital Grant, FY2027 5311 Administrative (Non-Urbanized Area Formula Program) and Federal Fiscal Year (FFY) 23, 24 & 25 5307 Urbanized Area Formula Funding Application**

**INFORMATION CONTACT:**

Theresa Torres, Human Services Agency, Transportation Director,  
704-283-3598

**ACTION REQUESTED:**

Authorize the County Manager to submit the associated grant applications and make necessary assurances and certifications associated with the grant applications as substantially consistent with this agenda item, which includes the authorization to execute documents, or delegate electronic execution of documents when use of the federal award management system is required, related to award of the grants and budget funds as appropriate.

**PRIOR BOARD ACTIONS:**

September 2, 2025, Regular Meeting, Agenda Item # 25-537 - Conducted Public Hearing - FY2027 Combined Capital Transportation Grant Application.

September 2, 2025, Regular Meeting, Agenda Item # 25-538 - Conducted Public Hearing - FY2027 5311 Administrative Transportation Grant Application.

September 2, 2025, Regular Meeting, Agenda Item # 25-535 - Conducted Public Hearing - FFY23, 24, & 25 5307 Urbanized Area Formula Funding Grant Application.

**BACKGROUND:**

Union County is seeking funding through three federal grant programs-Combined Capital, 5311 Administrative, and 5307 Urbanized Area Formula-to support the continued provision of public transportation services that are accessible to the general public on a regular and ongoing basis. These grants support both rural and urban transit operations and infrastructure, ensuring the County can maintain, operate, and expand its transportation services to meet current and future needs.

**Combined Capital Program (FY2027)**

The Combined Capital Grant provides financial assistance for the replacement of public transportation vehicles and other capital needs. This program utilizes federal funds from Sections 5311, 5307, and 5339, enabling community transportation systems like Union County Transportation to consolidate their capital needs into one application. The funding will reimburse costs for replacement vehicles that have met NCDOT's useful life threshold of 100,000 miles, including conversion vans, lift vans, minivans, and Light Transit Vehicles (LTVs). It also covers other capital expenditures such as required NCDOT vehicle lettering,

radio equipment, and bi-fuel conversions.

For FY2027, Union County is requesting funding for the replacement of three (3) 22' LTVs with wheelchair lifts, totaling \$427,701. The breakdown includes:

- Federal Share (80%): \$342,160
- Local Share (up to 20%): \$85,541
  - If State funding (10%) of \$42,770 is awarded, the local share would be reduced to \$42,771.

The application is due October 6, 2025, and covers the performance period from July 1, 2026 - June 30, 2027. Vehicles will be procured via North Carolina State contracts or in accordance with applicable procurement laws.

#### 5311 Administrative Grant (FY2027)

The 5311 Administrative Grant, under the Non-Urbanized Area Formula Program, supports administrative costs related to public transportation in rural areas. Funds are used for planning activities, administrative personnel, compliance, and coordination with other transit services. Union County's application does not include operational funding and is solely for administrative expenses.

For FY2027, Union County is requesting \$276,529, with the following cost share:

- Federal Share (80%): \$221,223
- State Share (estimated 5%): \$13,826
- Local Share (15%): \$41,480
  - If State funds are unavailable, the local share would increase to 20% (\$55,306).

The grant performance period is July 1, 2026 - June 30, 2027, and the application will be reviewed and recommended for funding by the County's NCDOT Mobility Specialist and the NC Board of Transportation.

#### 5307 Urbanized Area Formula Program (FFY23-FFY25)

The 5307 Program provides capital and operating assistance for transit services in urbanized areas. Eligible expenses include operations, planning, preventive maintenance, paratransit services, security and safety upgrades, and facility improvements. Union County, as part of the Charlotte urbanized area, receives 5307 funding through a regional formula established by the Charlotte Area Transit System (CATS) and approved by the Charlotte Regional Transportation Planning Organization (CRTPO).

Based on the current distribution formula Union County will receive up to:

- \$2,041,740 in Federal 5307 funds from FFY23.
- \$2,353,090 in Federal 5307 funds from FFY24.
- \$2,402,267 in Federal 5307 funds from FFY25.

This funding will be used for both operating expenses, which require a 50% local match, and capital expenses, which require a 20% local match.

The 5307 Grant will result in an award of Federal Fiscal Year (FFY) 2023, (FFY) 2024, and (FFY) 2025 Federal Transportation Administration (FTA) funds to Union County. Funds awarded during a given fiscal year are initially allocated for a one-year period of performance, but this may be extended if necessary to enable them to be drawn down over a five-year period after the start of the federal fiscal year of the award. Thus, funds awarded for the:

- FFY23 5307 applications can be drawn down through June 30, 2028.
- FFY24 5307 applications can be drawn down through June 30, 2029.
- FFY25 5307 applications can be drawn down through June 30, 2030.

In Union County, 5307 operational-related services are currently provided using demand response, subscription, and contracted fixed-route service. These services are rendered by Union County Transportation, or its subcontractors, and CATS. Union County's Transportation and Planning staff have developed a list of activities for these funds, which include paying 50 percent of the cost of the existing Union County 74X Express bus service and provision of demand-response service in the urbanized portions of the County. The funding allocated for capital-related items will be utilized for the purchase of security-related items as required by the 1% security minimum requirement, safety-related items as required by the 0.75% safety minimum, and for facility renovations.

**FINANCIAL IMPACT:**

1. Combined Capital Grant
  - Total Request: \$427,701
  - Federal Share (80%): \$342,160
  - State Share (Estimated 10%): \$42,770\*
  - Local Share (Max 20%): \$85,541\*
2. 5311 Administrative Grant
  - Total Request: \$276,529
  - Federal Share (80%): \$221,223
  - State Share (Estimated 5%): \$13,826\*
  - Local Share (Max 20%): \$55,306\*
3. 5307 Urbanized Area Formula (FFY23-FFY25)
  - Total Request: \$6,797,097
  - Federal Share: \$4,178,652

- State Share: Not Applicable
- Local Share: \$2,618,445

\*Local share may decrease if State funds are awarded.

**25-588****Grant Application – North Carolina Agricultural Manufacturing & Processing Initiative****INFORMATION CONTACT:**

Andrew Baucom, Agricultural Services, Extension Director, 704-283-3738

**ACTION REQUESTED:**

Authorize the County Manager to submit the associated grant application and make necessary assurances and certifications associated with the grant application as substantially consistent with this agenda item, which includes the authorization to execute documents related to award of the grant and budget funds as appropriate.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

The North Carolina General Assembly established the North Carolina Agricultural Manufacturing and Processing Initiative (“NCAMPI”) as part of the state’s FY 2023-24 budget legislation and amended by S.L. 2024-1 and further amended by S.L. 2025-26i.

The Initiative is to be administered by the North Carolina Department of Agriculture and Consumer Services (“Department”). The purposes of the program include:

1. Provide support for agricultural manufacturing and food processing opportunities that increase jobs and local property tax bases across the state and/or reduce costs and increase profit options for North Carolina farmers and growers.
2. Identify and assess opportunities to increase value-added processing of commodities produced in the state and fill geographic and commodity gaps across the state.
3. Market and recruit facilities to fill such gaps and meet such opportunities.
4. Support eligible entities with funding for eligible costs necessary to create or expand agricultural manufacturing facilities and projects related to increased demand for agricultural products.

**FINANCIAL IMPACT:**

\$1.5 million to support the Union County Food Innovation Center site development.

**25-558****Purchase - UCSO Vehicles Equipment****INFORMATION CONTACT:**

Dorothy Thomas, Union County Sheriff’s Office, Public Safety Finance Administrator, 704-283-3578

**ACTION REQUESTED:**

Authorize the County Manager to 1) negotiate and execute an agreement



substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County Sheriff's Office is requesting Equipment for the (28) Chevrolet Tahoe's. Union County Sheriff's Office chose to use Dana Safety because this vendor has contract pricing with the State of North Carolina.

N.C.G.S 143-129(e)(3) and N.C.G.S 143-129(e)(9) allow local governments to make purchases through a competitively bid North Carolina Statewide Term Contract or a Group Purchasing Program. The purchase of the equipment for new Union County Sheriff's vehicles will be made using North Carolina State Contract #680D as quoted by Dana Safety

**FINANCIAL IMPACT:**

The anticipated cost for the Vehicle Upfit Equipment is \$259,748.35 and is budgeted accordingly for FY2026.

**25-559**

**Purchase - UCSO Vehicle Warning Devices**

**INFORMATION CONTACT:**

Dorothy Thomas, Union County Sheriff's Office, Public Safety Finance Administrator, 704-283-3578

**ACTION REQUESTED:**

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County Sheriff's Office is requesting Equipment for the (28) Chevrolet Tahoe's. Union County Sheriff's Office chose to use West Chatham Warning Devices because this vendor has contract pricing for Whelen Parts with Sourcewell Cooperative Purchasing.

N.C.G.S 143-129(e)(3) and N.C.G.S 143-129(e)(9) allow local governments to make purchases through a competitively bid North Carolina Statewide Term Contract or a Group Purchasing Program. The purchase of the equipment for new Union County Sheriff's vehicles will be made using Group Purchasing Program Sourcewell Contract #090122-WHL as quoted by West Chatham Warning Devices.

**FINANCIAL IMPACT:**

The anticipated cost for the Vehicle Warning Device Equipment is

\$168,360.92 and is budgeted accordingly for FY2026.

**25-553****July 2025 NCVTS Motor Vehicle Tax Report****INFORMATION CONTACT:**

Vann Harrell, Tax Administration, Tax Administrator, 704-283-3748;  
Kristen Foxworth, Tax Administration, Deputy Tax Administrator,  
704-283-3591

**ACTION REQUESTED:**

Approve the July 2025 NCVTS Motor Vehicle Tax Refund Report.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

The refunds included in this report represent adjustments made to tax bills that resulted in refunds of motor vehicle taxes paid under the Tax and Tag Together program operated jointly between the Counties and the State.

**FINANCIAL IMPACT:**

\$2,362.41

**25-563****Economic Development Administration's (EDA) FY2025 Disaster Supplemental Grant Program****INFORMATION CONTACT:**

Jason May, Budget and Grants Management, Director, 704-283-3760

**ACTION REQUESTED:**

Authorize the County Manager to submit the associated grant application and make necessary assurances and certifications associated with the grant application as substantially consistent with this agenda item, which includes the authorization to execute documents related to award of the grant and budget funds as appropriate.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

The EDA FY 2025 Disaster Supplemental Grant Program supports economic recovery activities in areas that received major disaster declarations in calendar years 2023-2024. The Readiness Path of this grant program provides funding through capacity building and strategic planning projects that set the stage for future investment.

Recently, Union County established an independent, county-level economic development authority. This was a major transition from the previous joint economic development structure with the City of Monroe. This strategic shift creates a timely opportunity to define a clear vision and actionable direction for the county's economic future.

The proposed project deliverables include a five-year strategic economic development plan and a pre-disaster economic recovery plan.

The five-year strategic economic development plan will align with the Centralina Economic Development District's regional CEDS (*Prosperity*

for All: 2022-2027), while focusing specifically on Union County's unique assets, needs, and post-disaster realities. The plan will be developed through an inclusive, data-driven process and will serve as a foundation for future EDA Implementation Path or Industry Transformation Path funding, which are additional opportunities through this same grant program.

The pre-disaster economic recovery plan provides a roadmap for how the County would support businesses, workers, and the overall economy following a disaster. This plan helps to ensure that the economic health of the community is resilient and safeguards the tax base and long-term prosperity of the community.

**FINANCIAL IMPACT:**

Union County anticipates requesting approximately \$200,000 in federal funding, with a 20% local match (\$40,000) to be contributed from in-kind staff hours, general fund reserves, and ARPA recovery funds.

**25-566**

**Consolidation of Positions in Procurement and Public Communications Departments**

**INFORMATION CONTACT:**

Clayton Voignier, Assistant County Manager, 704-283-3687

**ACTION REQUESTED:**

Eliminate two part-time positions and authorize an additional 0.02 FTE to create a full-time position.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

The Union County Procurement and Public Communications Departments have two part-time vacant positions, one as an Administrative Professional II (position 406002 at 0.50 FTE) and the other as an Administrative Professional II (position 424500 at 0.48 FTE). Both positions are helpful to each department's operations but are limited with respect to the County's ability to recruit, train, and retain qualified individuals for these positions by virtue of their part-time status. Staff is requesting an additional 0.02 FTE to consolidate the two part-time positions into one full-time Administrative Professional II position that will provide more advanced administrative support to both departments.

**FINANCIAL IMPACT:**

No additional funding required. Funding exists in the current FY2026 Procurement budget.

**25-586**

**Appointment of Commissioners to Boards & Committees - Charlotte Regional Transportation Planning Organization**

**INFORMATION CONTACT:**

Lynn G. West, Clerk to the Board of Commissioners, 704-283-3853

**ACTION REQUESTED:**

Appoint Chair Melissa Merrell as an Alternate Member to the Charlotte

Regional Transportation Planning Organization (CRTPO).

**PRIOR BOARD ACTIONS:**

December 16, 2024, Regular Meeting, Agenda Item # 24-851 - Appointed Vice Chair Brian Helms and Commissioner Gary Sides as Alternate to CRTPO.

**BACKGROUND:**

On December 16, 2024, the Board of Commissioners appointed Vice Chair Brian Helms to serve as a member of the Charlotte Regional Transportation Planning Organization along with Commissioner Gary Sides as an alternate member. This action would add Chair Melissa Merrell as an alternate CRTPO member.

**FINANCIAL IMPACT:**

None.

**25-573**

**Minutes for Approval**

**INFORMATION CONTACT:**

Lynn West, Clerk to the Board of Commissioners, 704-283-3853

**ACTION REQUESTED:**

Approve minutes on the Consent Agenda.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Draft minutes have been provided to the Board of Commissioners for review and approval.

**FINANCIAL IMPACT:**

None.

**Information Only**

**25-554**

**Tax Collector's Departmental Report for July 2025**

**INFORMATION CONTACT:**

Kristen Foxworth, Tax Administration, Deputy Tax Administrator,  
704-283-3591

**ACTION REQUESTED:**

None - Information Only.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

This report reflects the totals of all tax transactions within the tax collector's office for the month of July 2025 as required by NCGS 105-350(7).

**FINANCIAL IMPACT:**

None.

**25-561**

**Communications Monthly Report – August 2025**

**INFORMATION CONTACT:**

Liz Cooper, Public Communications, Director, 704-283-3587

**ACTION REQUESTED:**

None - Information Only.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

This report provides valuable metrics and insights into communication platforms and our efforts to collaborate with all County departments to inform and engage residents, promote programs and services, and strengthen internal and external communications.

**FINANCIAL IMPACT:**

None.

**25-582**

**Wastewater Treatment Capacity – Monthly Update**

**INFORMATION CONTACT:**

John Shutak, Union County Water, Engineering Director, 704-283-3651

**ACTION REQUESTED:**

None - Information only

**PRIOR BOARD ACTIONS:**

None

**BACKGROUND:**

Union County Water is closely monitoring the wastewater treatment capacities at our Water Reclamation Facilities. Permitting Capacity is evaluated using the Actual Plant Flows plus the Permitted/Obligated Flows (unconnected). Union County Water was asked to provide regular updates. Plant flow information through August 2025 is summarized in the attached table.

Twelve Mile Creek

Percent of Actual Flows	= 70.6%
Percent of Actual + Permitted Flows	= 90.0%
Actual Flows (MGD)	= 5.298
Actual + Permitted Obligated Flows (MGD)	= 6.749

Crooked Creek

Percent of Actual Flows	= 60.9%
Percent of Actual + Permitted Flows	= 93.0%
Actual Flows (MGD)	= 1.158
Actual + Permitted Obligated Flows (MGD)	= 1.767

Olde Sycamore

Percent of Actual Flows	= 26.7%
Percent of Actual + Permitted Flows	= 26.7%
Actual Flows (MGD)	= 0.040
Actual + Permitted Obligated Flows (MGD)	= 0.040

Tallwood

Percent of Actual Flows = 44.0%  
Percent of Actual + Permitted Flows = 44.0%  
Actual Flows (MGD) = 0.022  
Actual + Permitted Obligated Flows (MGD) = 0.022

Grassy Branch

Percent of Actual Flows = 90.0%  
Percent of Actual + Permitted Flows = 92.0%  
Actual Flows (MGD) = 0.045  
Actual + Permitted Obligated Flows (MGD) = 0.046

In addition to the wastewater treatment capacities, flow volumes associated with development projects that are in the planning and review process within the Twelve Mile Creek and Crooked Creek WRF service areas are provided for information as well. Development flow volumes through August 2025 are summarized in the attached tables.

**FINANCIAL IMPACT:**

None

## Business

### 25-570

#### **Opioid Settlement Update**

**INFORMATION CONTACT:**

Patrick Niland, County Manager's Office, Deputy County Manager,  
704-283-3630

**ACTION REQUESTED:**

Receive information from staff.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

As part of the Opioid Settlement Funds, Union County is required to conduct a strategic plan every three to four years. The county's first strategic plan covered FY2023 - FY2026. The strategic planning process for FY2027 - FY2031 is about to begin. Staff will provide the board with a quick update on the current plan, funding, and a schedule for the next strategic planning process.

**FINANCIAL IMPACT:**

None.

## County Manager's Comments

## Commissioners' Comments

## Adjournment



# Union County, NC

## Staff Report

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**File #:** 25-587

**Agenda Date:** 9/15/2025

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Closed Session

**INFORMATION CONTACT:**

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**ACTION REQUESTED:**

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**PRIOR BOARD ACTIONS:**

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**BACKGROUND:**

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- 2) pursuant to G.S. 143-318.11(a)(4), to discuss matter relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and
- 3) pursuant to G.S. 143-318.11(a)(5), to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

**FINANCIAL IMPACT:**

None.



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## Staff Report

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**File #:** 25-562

**Agenda Date:** 9/15/2025

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**TITLE:**

NCACC Heroic Hands Honoree

**INFORMATION CONTACT:**

Patrick Niland, County Manager's Office, Deputy County Manager, 704-283-3630

**ACTION REQUESTED:**

Recognize Parks & Recreation Employee Jared Steele for being honored by the NCACC as part of its Heroic Hands initiative.

**PRIOR BOARD ACTIONS:**

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**BACKGROUND:**

Union County Parks Superintendent Jared Steele has been recognized as a local hero through the North Carolina Association of County Commissioners' (NCACC) Heroic Hands initiative. The program, launched earlier this year, celebrates the often-unseen yet deeply impactful work of county employees across the state. The initiative honors one individual in each county across North Carolina, recognizing local public servants who have made meaningful impacts in their community.

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The Heroic Hands initiative recognizes the essential work of county staff across North Carolina, from first responders and public health professionals to employees in parks and recreation, finance, public works, and beyond.

**FINANCIAL IMPACT:**

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**File #:** 25-555

**Agenda Date:** 9/15/2025

### **TITLE:**

Contract - Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design

### **INFORMATION CONTACT:**

John Shutak, Union County Water, Engineering Director, 704-283-3651

### **ACTION REQUESTED:**

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### **PRIOR BOARD ACTIONS:**

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### **BACKGROUND:**

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WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina has been selected to provide engineering services for Task Order 8678-05 - Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design. WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina was chosen from a list of vendors previously selected from RFQ 2024-024 - Engineering Services for Water/Wastewater System Improvements to provide these services for Union County projects.

### **FINANCIAL IMPACT:**

The total cost of the contract with WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina is \$196,000.00. Sufficient funds are available within the adopted capital account 60185535 - Waxhaw Sanitary Sewer Replacement & Rehabilitation Year 2.



## EXHIBIT A

### TASK ORDER

This Task Order pertains to an Agreement by and between UNION COUNTY ("OWNER"), and WK Dickson & Co., LLC. d/b/a Ardurra Group North Carolina (formerly known as W.K. Dickson & Co., Inc.) ("ENGINEER"), dated January 1, 2024, ("the Agreement"). ENGINEER shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 8678-~~03~~-05 (all references to Task Order 8678-03 herein shall be deemed to refer to Task Order 8678-05)

RELATED RFQ NUMBER: 2024-024

Int \_\_\_\_\_

PROJECT NAME: Waxhaw South Sanitary Sewer Replacement & Rehabilitation  
Final Design

#### PART 1.0 PROJECT DESCRIPTION

The ENGINEER was retained by the OWNER under Task Order 2021-01 to provide preliminary design services for the replacement of the OWNER's small diameter "septic tank effluent gravity" (STEG, or "grey water") sanitary sewer system in Waxhaw, NC. The OWNER has requested this Task Order 8678-03 from the ENGINEER to complete the design for the portion of the sanitary sewer system located South of the CSX railroad in downtown Waxhaw and to provide associated permitting and bidding services for the project. As determined through the deliverables provided under Task Order 2021-01, and previous analysis and planning efforts, the final design will consist of replacing approximately 4,210 linear feet of 4-inch and 3,480 linear feet of 6-inch sewer mains with 8-inch sewer mains. The method of construction for the replacement will be investigated and recommended through preliminary engineering efforts and associated deliverables outlined herein.

The ENGINEER shall provide the scope of services outlined by the following phases for the fees listed herein.

PART 2.0 SCOPE OF SERVICES

The detailed scope of services for Basic Services is as follows:

Closed Circuit Television (CCTV) Inspection

The ENGINEER will provide CCTV inspection of the existing sanitary sewers on an as needed basis. This service will be utilized as a means of investigation of select portions of the existing gravity sewer system in any scenario where pipeline configuration, alignments, and/or conditions need to be clarified to complete the final design of the project. Scenarios requiring CCTV investigations may include, but are not limited to, gravity sewers in alignments that are not determinable via other available information, location of manholes that are paved over, buried, or under structures, service laterals (connecting to manholes) that contain multiple taps or serve multiple properties, or pipelines located in areas with unique surface restoration considerations. It is anticipated that only a small subset of the existing pipelines will warrant further investigation via CCTV.

ENGINEER's CCTV subconsultant will provide a crew equipped to conduct cleaning and CCTV operations at the direction of the ENGINEER on an hourly, not to exceed basis for up to three (3) ten (10) hour days, including mobilization. CCTV inspections will include the following:

- 2.1 Traffic control related to CCTV collection services only;
- 2.2 Pipeline cleaning (if needed) and CCTV of existing gravity sewer pipelines;
  - 2.2.1 CCTV of pipelines with diameters of 6-inches or greater will be conducted utilizing crawler type CCTV camera technology and associated methods.
  - 2.2.2 CCTV of pipelines with diameters less than 6-inches will be conducted using push camera technology and associated methods, and;
- 2.3 NASSCO certified reports (in PDF format) and digital video of CCTV.

Preliminary Engineering

As outlined above, the project will replace the existing "septic tank effluent gravity" (STEG) sewer system, which consists of small diameter (4 and 6-inch) gravity sewer pipelines, with 8-inch diameter pipelines. This means the system will be upgraded to meet the current minimum State mandated allowable pipeline diameter for a public wastewater collection system.

Replacement of an existing gravity sewer system within its existing alignment can be achieved by conventional open-cut construction methods, or by pipe bursting. Pipe bursting is a semi-trenchless pipe replacement technology that allows for the replacement and/or upsizing of existing pipelines with reduced trenching, surface impacts, and associated restoration

**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

compared to open cut methods. ENGINEER will evaluate the implications of both construction methods and provide a comparative cost analysis, along with a recommended construction method.

Preliminary engineering services and deliverables include the following:

- 2.4 Review and inventory Task Order 2021-01 deliverables, which include the preliminary (30% complete) drawings, quantity takeoff, and associated opinions of probable construction cost (OPCs).
- 2.5 Updated OPCs for each construction method, yielding an OPC for open-cut construction and pipe bursting methods, reflective of current market conditions.
- 2.6 Regulatory outreach to gauge the acceptability of open-cut construction methods within the project area.
- 2.7 Technical memorandum presenting the analysis and results of the preliminary engineering effort, and the recommended construction method.

**Field Survey Services and Base Mapping**

The project area was surveyed during the preliminary engineering and design efforts provided under Task Order 2021-01. However, given the age of that data, ENGINEER anticipates some changes in field conditions and/or design approach that may require additional survey. Therefore, included herein are limited field survey and mapping services to be provided on an as-needed basis. The survey services proposed herein are budgeted on a time and materials basis with hourly not to exceed billing terms, for an hourly crew rate. Services of this Phase will be billed accordingly on an hourly, not-to-exceed (NTE) basis. The survey crew rate is \$280 per hour, and ENGINEER has budgeted for up to forty (40) hours of survey crew time and associated deliverables on the project. Hourly survey services consist of the following:

- 2.8 Two-person field survey crew, including mobilization,
- 2.9 CAD support for Processing and CAD production of associated deliverable(s),
- 2.10 PLS supervision for review, QA/QC, and certification.

If needed, and provided herein, field survey and base mapping activities shall be suitable for design of the proposed gravity sewer replacements. The survey shall include sufficient data to produce a digital topographic corridor base map with contours at a minimum of 1-foot intervals. The base mapping will include the following data and/or parameters:

- 2.11 Horizontal datum based on NAD 83 and vertical datum will be based on NAVD 29. Utilizing project control, a baseline with inter-visible points will be established within the mapping limits of the project. The baseline points will have northing, easting and elevation data.

- 2.12 Information critical for design of the project including:
- 2.12.1 Elevations along roadway centerlines, edge of pavement, and curb lines (left and right) adequate to produce profiles suitable for accurate design.
  - 2.12.2 Locations of storm drain pipes and structures including sizes, wing walls, shapes, material, condition, invert elevations and rim/grate elevations that cross or are parallel (within 20 feet of each side) to the proposed sewer line centerline.
  - 2.12.3 Locations of existing sanitary sewer pipes, structures, including sizes, materials, invert elevations, and rim elevations, horizontal locations and inverts of clean-outs if they are visible.
  - 2.12.4 Horizontal locations of all underground utilities and overhead utilities including poles, lines, boxes, fiber optic lines and existing utility easement boundaries, etc.
  - 2.12.5 Elevations of major underground utilities that may impact or conflict with the design will be obtained on an as-needed basis and as directed by OWNER. These nondestructive excavations will be an additional service.
  - 2.12.6 Horizontal locations of all underground non-gravity utilities within the proposed sewer line corridor (right-of-way). ENGINEER will attempt to obtain copies of as-built surveys for existing utilities prior to beginning surveying. The OWNER will assist in obtaining utility as-built drawings for water and sewer infrastructure.
  - 2.12.7 Location of existing physical features which may be affected by the design including driveways, fences, walls, signs, planters, sheds, brick or stone mailboxes, rock outcroppings, etc.
  - 2.12.8 Locations of flagged or delineated wetlands and jurisdictional streams.
  - 2.12.9 Delineate streams and wetlands within the project boundary.
  - 2.12.10 Locations of all stand-alone trees (i.e., those trees greater than, or equal to, 4-inch diameter) labeled with size and variety, ornamental trees of any size and any landscaped areas within the projected work area. Location of specimen trees and ornamental vegetation confined to surveyed corridor.
  - 2.12.11 Locations of property irons to the extent necessary for purposes of locating the road right-of-ways.
  - 2.12.12 When crossing existing roads or driveways, ENGINEER shall show the road name and number, rights-of-way widths (if known or applicable), located monuments, types of surfaces, and width of surfaces.

**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

- 2.12.13 For properties subject to easement acquisition, ENGINEER will provide surveys of the easement and a survey of the parcel from which property is to be acquired. Surveys required for easement acquisition will be additional services.
- 2.13 Necessary office computations and mapping to construct baseline drawings of survey field data suitable for preparation of design plans including existing property lines, rights-of-way, easements, etc.

**Design Services**

- 2.14 Project Formulation: ENGINEER will evaluate and coordinate the activities associated with efficient execution of the project including project development and scoping.
- 2.15 Project Management and Administration:
  - 2.15.1 ENGINEER shall prepare monthly invoices for its services in a format acceptable to OWNER.
  - 2.15.2 ENGINEER shall maintain a project cost accounting system throughout the life of the Project.
  - 2.15.3 ENGINEER shall maintain an up-to-date schedule throughout the life of the Project.
- 2.16 Kick-Off Meeting: ENGINEER will conduct one (1) Kick-Off Meeting with OWNER (virtually, via Microsoft Teams) to discuss the Project objectives, review the preliminary design, and assess viable Project alternatives. ENGINEER will issue meeting minutes summarizing Kick-off Meeting.
- 2.17 Review Meetings: ENGINEER will meet with OWNER (virtually, via Microsoft Teams) at the 60% Submittal and the 90% Submittal.
- 2.18 Design (60% Submittal): Using the Preliminary Design survey and drawings developed under Task Order 2021-01, ENGINEER will develop 60% plans and specifications for the proposed project as follows:
  - 2.18.1 Prepare 60% complete plan and profile sheets for the sewer line (horizontal scale at 1:40 and vertical scale at 1:4).
  - 2.18.2 Prepare 60% complete construction detail sheets and cover sheet.
  - 2.18.3 Prepare 60% front end and technical specifications.
  - 2.18.4 Prepare preliminary quantity and construction cost opinions.
  - 2.18.5 ENGINEER shall make a digital submittal of the 60% plans. It is assumed that the OWNER will need no longer than 14 days to complete review and provide comments. ENGINEER shall meet with the OWNER to discuss 60% Submittal at the time of plan submittal.

**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

- 2.19 Final Design (90%/100% Submittals): Using the 60% Submittal and comments provided by OWNER, ENGINEER will develop plans and specifications for the proposed project as follows:
- 2.19.1 Finalize horizontal and vertical geometry.
  - 2.19.2 Prepare final design plan sheets including Cover Sheet, Plan and Profile Sheets of the sewer lines (horizontal scale at 1:40 and vertical scale at 1:4).
  - 2.19.3 Prepare final construction documents showing the proposed collection system including:
    - a) Location of above ground visible obstructions which are within the street and other public or private rights-of-way.
    - b) Location of known existing water, sewer and storm drain lines within these rights-of-way which may be determined from existing maps, visible field features, and field survey completed under Task Order 2021-01 or as identified and confirmed otherwise by the OWNER.
    - c) ENGINEER has endeavored to locate under Task Order 2021-01, and shall show on the design drawings, underground utilities as marked or located by the appropriate utility company.
  - 2.19.4 Prepare final standard sewer line details in accordance with OWNER'S standards, erosion control details, and street restoration details in accordance with prescribed criteria from OWNER, Town of Waxhaw, and NC DEQ standards. Prepare revisions based on markups from OWNER'S comments at 90% Submittal and 100% Submittal.
  - 2.19.5 Prepare erosion and sedimentation control plan.
  - 2.19.6 Development of project sequencing and phasing.
  - 2.19.7 Prepare final quantity take-off, Bid Schedule, and ENGINEER'S Opinion of Probable Construction Cost. ENGINEER'S Opinion of Probable Construction Cost will be submitted with the 90% Submittal and updated prior to the Bid Opening.
  - 2.19.8 Prepare plans, specifications including technical specifications suitable for permitting, and Special Conditions and assist the OWNER with preparation of other related documents for inclusion in the project specifications. The specifications shall adhere to OWNER standard contract documents and technical specifications.
  - 2.19.9 Forward plans and specifications to OWNER for review and meet with OWNER to obtain final comments prior to permitting submittal.

Easement Acquisition (if applicable)



**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

This project includes the replacement of existing gravity sewer pipelines and manholes, primarily, in their current alignment. Therefore, the project will predominantly be constructed within existing easements and rights-of-way. However, new easements will be obtained where needed. To assist with new easements, as necessary, the ENGINEER's professional survey sub-consultant will prepare survey maps of the proposed new easements to be acquired.

To efficiently prepare the maps of the proposed easements, the OWNER and the ENGINEER will work together as the project evolves and develops. The ENGINEER is not responsible for obtaining easements, rather the OWNER, OWNER's representative, or property owner pursuant to the OWNER's procedures, is responsible for obtaining easements.

Upon completion of property deed research, the field surveying of the portions of the properties of the project area and the preliminary engineering of the Project, including the establishment of any underground utility locations, the ENGINEER will identify the potential locations of the easements required for the Project. The OWNER and the ENGINEER will meet to review the preliminary engineering and potential easements. The OWNER and the ENGINEER will determine if any changes will be needed to the project or the proposed easements. Upon the OWNER approving the easement needs and the ENGINEER receiving authorization from the OWNER to prepare the surveys of the potential easements, the ENGINEER's sub-consultant will start the preparation of the surveys for the easements exhibits for the Project. The OWNER will compensate the ENGINEER for preparing the easement maps on the per-easement unit cost basis, as described below and in Part 6.0 and Attachment A, as referenced and incorporated herein, of this task order. If the number of required easements increases to more than the number included in this task order, additional easements will need to be added to the task order by amendment as an additional service.

Utilizing the finalized design plans prepared by the ENGINEER, the ENGINEER's professional survey subconsultant will prepare and submit to the OWNER an easement map for each affected property for the OWNER to use to begin obtaining the required easements for the Project. The ENGINEER's subconsultant will prepare the easement maps in accordance with the OWNER provided standards. The OWNER intends to acquire easements only where gravity sewer pipelines are being relocated and/or extended beyond their existing alignments and associated easements and/or outside the limits of the existing rights-of-way. Based upon review of the preliminary design deliverables and the current conditions of the project area, no new easement needs have been identified for this project. However, there are known scenarios where existing gravity sewer lines and manholes are located within existing building footprints. These scenarios will likely require sewer relocations and/or extensions, the extents of which will be evaluated and determined in the final design process. Based thereon, this task order includes easement exhibits

**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

and associated field property boundary confirmation efforts for up to five (5) parcels. Services under the easement acquisition phase will be used only if necessary and billed on a not-to-exceed (NTE) basis, as outlined in Part 6 and Attachment A, as referenced and incorporated herein, of this task order.

The general requirements for the easement maps shall be as follows:

- 2.20 Easement maps will comply with the rules set forth by the NC Board of Examiners for Engineers and Surveyors and the NC mapping law;
- 2.21 Easement maps will be an exhibit to the easement agreements to be prepared by the OWNER and will be prepared on 8.5"x11" sized paper. (8.5"x14" may be utilized if necessary, based on scale/size of the subject parcel);
- 2.22 All easement maps shall have a general vicinity map, which shall identify the general location of the parcels where the easement(s) shall be proposed;
- 2.23 All easement maps shall have distinct line types for the easement lines, which will define the easement(s) location(s) on each parcel;
- 2.24 All easement maps will identify the applicable jurisdictional boundaries;
- 2.25 Each parcel requiring an easement will be identified with a parcel identification number for reference to the agreement to be prepared by the OWNER's attorney;
- 2.26 One digital copy in PDF format of the easement maps will be provided to the OWNER for use in obtaining the easements;
- 2.27 All easement plats shall be sealed by a Professional Surveyor, licensed in the project jurisdiction;
- 2.28 The OWNER will review the form and format of the proposed easement maps for compliance with recording requirements at the county register of deeds;
- 2.29 The OWNER shall be responsible for negotiating the easements with property owners; and,
- 2.30 The OWNER shall record the easement documents and return one (1) electronic (PDF) copy to the ENGINEER for our records

**Permitting**

Utilizing the 90% design plans, ENGINEER will prepare and submit applications for the permits necessary to allow for construction of the project. The ENGINEER cannot guarantee any regulatory approval or a timeframe in which that approval might be granted. The OWNER should be aware that significant delays can occur during regulatory review, and those delays may impact project schedule and scope of work. No such delays are currently anticipated, but should any materialize, the ENGINEER will present to the OWNER feasible alternatives for addressing

the matter causing the delay.

The ENGINEER shall be available to answer inquiries made by the various regulatory agencies during their reviews of the project. This shall include but not be limited to notification and/or application to:

- 2.31 Town of Waxhaw Right of Way Encroachment Agreement
  - 2.31.1 ENGINEER shall submit a complete encroachment agreement application to the Town of Waxhaw. All correspondence and work necessary to process the permit shall be the ENGINEER's responsibility. A permit fee is not anticipated. Traffic Control Plans including road detours are not anticipated.
- 2.32 NCDOT Encroachment
  - 2.32.1 ENGINEER shall submit a complete encroachment agreement application to the North Carolina Department of Transportation (NCDOT). All correspondence and work necessary to process the permit shall be ENGINEER's responsibility. A permit fee is not anticipated. Traffic Control Plans including road detours are not anticipated.
- 2.33 NC DEQ Fast Track Application
  - 2.33.1 ENGINEER shall complete a permit application for the approval of construction of the proposed sewer lines. All correspondence with the NC DEQ office and other necessary work to process the permit will be the ENGINEER's responsibility. A permit fee of \$600 is anticipated.
- 2.34 NC DEQ Department of Land Quality Land Disturbance/Erosion & Sedimentary Control Permit Application
  - 2.34.1 It is anticipated that an erosion control permit will be required for this Project. The ENGINEER assumes one submittal and one resubmittal. The ENGINEER will also attend one (1) in-person meeting at NCDEQ's Mooresville Office, if required. The ENGINEER proposes utilizing NCDEQ's Permitting Plan Review process and has budgeted accordingly herein. Permitting fees are anticipated; the fee for Permitting Review is a total of \$100.00 per acre of disturbed area, assuming up to four acres of disturbed area, therefore ENGINEER has budgeted up to \$400.00 in permit fees. Wetland impacts are not anticipated.
- 2.35 Additional Permits: ENGINEER has not budgeted for the following permits given the strong likelihood that such permits will not be required for the scope of work:
  - 2.35.1 FEMA – No-Rise Study/determination
  - 2.35.2 NC DOT Driveway Application
  - 2.35.3 CAMA – minor or major permit

**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

- 2.35.4 Wetlands or Stream Mitigation
- 2.35.5 NC DEQ Division of Water Quality (Stormwater)
- 2.35.6 US Army Corps of Engineers Permit
- 2.35.7 Any other permitting efforts not specifically defined in this section
- 2.36 The ENGINEER shall be responsible for all anticipated permit fees as described above, which are included in the attached hourly fee estimate, Attachment A.

**Bidding**

- 2.37 Upon receiving the required approvals from the regulatory agencies and the OWNER, the ENGINEER will proceed with the Bidding portion of the project. Bidding will be conducted a single time and will be as one construction project with no prequalification of bidders. Bidding will consist of the following tasks:
  - 2.37.1 Prepare final opinion of probable project construction costs.
  - 2.37.2 Issue a public advertisement for the project to the OWNER (advertising in a newspaper and the cost of advertising in a newspaper is the OWNER's responsibility) and advertise in the ENGINEER's digital plan room.
  - 2.37.3 Coordinate plans and specifications distribution for bidding purposes through the ENGINEER's digital plan room.
  - 2.37.4 Respond to Contractor questions concerning the plans and specifications.
  - 2.37.5 Prepare addenda in response to any Contractor request for clarification of the bid documents.
  - 2.37.6 Assist the OWNER with the bid opening at the OWNER's offices.
  - 2.37.7 Review the bids and make a recommendation of award to the OWNER.
  - 2.37.8 Issue a Notice of Award to the successful Contractor.

**PART 3.0 ADDITIONAL SERVICES**

The ENGINEER will perform additional services as requested by OWNER. If the need for such services is identified, ENGINEER will prepare an amendment to this Task Order or prepare a new Task Order for the OWNER's approval. Additional Services will be performed only upon execution of an amendment to this Task Order or new Task Order.

**PART 4.0 OWNER'S RESPONSIBILITIES**

The OWNER shall be required to provide the ENGINEER any available utility as-builts in the project area.

PART 5.0 PERIODS OF SERVICE

The ENGINEER will endeavor to complete within the time specified below:

Preliminary Engineering	Month 1 – 2
CCTV Inspection	Month 2 – 3
Survey	Month 2 – 4
Design	Month 2 – 5
Permitting <sup>1</sup>	Month 6 – 8
Bidding <sup>2</sup>	Immediate Upon Completion of Permitting

Notes:

1. The ENGINEER will submit all project elements for permitting as shown in the above referenced time frame. The ENGINEER does not guarantee that permits and/or encroachments shall be issued within said time frame.
2. Bidding services shall be provided to the OWNER by the ENGINEER in accordance with the schedule as directed by the OWNER.

PART 6.0 PAYMENTS TO ENGINEER

6.1 Payment for Basic Services

6.1.1 Basic Services. The OWNER shall pay the ENGINEER for services set forth in Part 2.0, Scope of Services, on a lump sum (LS) or per diem basis [hourly, not to exceed (HNTE)] basis, a fee not to exceed one hundred ninety-six thousand dollars (\$196,000).

Ph / Task No.	Description	Terms	Fee
1	CCTV Inspection	NTE	\$18,000
2	Preliminary Engineering	LS	\$10,000
3	Survey services (per diem, hourly not to exceed basis)	NTE	\$14,000
4	Final Design	LS	\$101,000
5	Easement Acquisition Support (up to 5)	NTE	\$19,000
6	Permitting	NTE	\$20,000
7	Bidding	LS	\$14,000
TOTAL			\$196,000

6.1.2 For Lump Sum (LS) Fee work, a percentage of the Lump Sum Fee will be billed on the last day of each month. The percentage billed will be the percentage of work estimated to be completed as of the day of billing.

6.1.3 For per diem (hourly not to exceed) work, the ENGINEER will bill the OWNER based on the rates shown in Attachment A – Hourly Fee Estimate, included and referenced herein.

6.1.4 Additional Services. The OWNER shall pay the ENGINEER for additional services, which are not specifically called for in Part 2.0, Scope of Services, in accordance with the ENGINEER's standard rates.\*

Int \_\_\_\_\_

6.1.5 Premium Rate Adjustment. Should OWNER request an accelerated schedule requiring ENGINEER to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees as appropriate. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment.

\*Additional Services will only be incurred and paid upon written authorization from OWNER in accordance with Part 3.0 herein.

**TASK ORDER: 8678-03 – Waxhaw South Sanitary Sewer Replacement & Rehabilitation Final Design**

This Task Order is executed on this day of\_\_\_\_\_.

OWNER:

UNION COUNTY  
NORTH CAROLINA

ENGINEER:

W.K. Dickson & Co., LLC. d/b/a Ardurra Group  
North Carolina

By:\_\_\_\_\_

Name: Brian W. Matthews

Title: County Manager

Address: 500 N. Main Street, Ste 600  
Monroe, NC 28112

By:\_\_\_\_\_

Name: Jeremy L. Brashears, PE

Title: Client Services Director

Address: 1213 W. Morehead Street, Ste 300  
Charlotte, NC 28208

Approved as to Legal Form: BTI

This instrument has been preaudited in the manner  
required by the Local Government Budget and  
Fiscal Control Act.

\_\_\_\_\_  
Deputy Finance Officer

Attachment A - Hourly Fee Estimate

Budget Table

Ardurra

Waxhaw South Sewer Replacement & Rehabilitation Final Design

PLANtrax®

ALL	ALL	Totals					782 \$ 195.62		Labor Category					Other Direct Costs - detail				
Phase and/or Task Code	Task Manager	Task Description	Start Date	Finish Date	Total Cost	Total Labor Cost	Total ODC	Total Hours	Labor Ave Hourly Rate	33	170	294	239	46	\$ 415	\$ 1,110	\$ 1,525	\$ 14,800
										Principal \$ 290.00	PM \$ 230.00	PE \$ 205.00	Sr Des \$ 165.00	Admin \$ 100.00	Travel	Permit Fees	Total ODC (excl subs)	TransState
Enter hours (not \$) below										\$				\$				
01		CCTV Inspection (\$18,000 NTE)																
01		Subconsultant Coordination			3,200	3,115	85	16	194.69			6		7			\$ 85	\$ 85
01		CCTV Crew - Up to 3 days total																
01		CCTV Only - \$430/hr up to 20 hrs (NTE)			8,600		8,600											\$ 8,600
01		Clean & CCTV - \$620/hr up to 10 hrs (NTE)			6,200		6,200											\$ 6,200
02		Preliminary Engineering (\$10,000 LS)																
02		Review/inventory of TO 2021-01 Deliverables			3,515	3,515		15	234.33	4	4	7						
02		Updated OPCs per Const Method w/market outreach			3,430	3,430		16	214.38		6	10						
02		PER/Tech Memo re. Const Methods and recommendation			3,055	2,970	85	14	212.14		4	10			\$ 85	\$ 85		
03		Survey Services (\$14,000 NTE)																
03		Sub Coord. QA/QC, Deliverable processing, etc.			2,800	2,760	40	14	197.14		4	8		2	\$ 40	\$ 40		
03		Survey Subconsultant, per diem, \$280/hour up to 40 hrs			11,200		11,200											
03		Engineering Design (\$101,000)																
03		Project Development & Preliminary Document Review			6,070	6,070		26	233.46	4	16	6						
03		PM, Invoicing, Budget/Schedule Updates			9,220	9,220		42	219.52	10	24			8				
03		Kickoff Meeting (virtual)			2,440	2,440		11	221.82	1	4	6						
03		Meetings (2)			3,780	3,730	50	18	207.22		8	6	4		\$ 50	\$ 50		
03		Field Visit (1)			3,020	2,960	60	16	185.00			8	8		\$ 60	\$ 60		
03		Review CCTV Deliverables			2,970	2,970		14	212.14		4	10						
03		60% Design			20,320	20,270	50	114	177.81		4	30	80		\$ 50	\$ 50		
03		Final Design (90/100%)			21,480	21,480		119	180.50	1	8	30	80					
03		Front-end Contracting docs			2,370	2,370		12	197.50		9			3				
03		Technical Specifications			10,800	10,800		53	203.77		10	40		3				
03		QTO/Bid Form based on Final Design			3,010	3,010		16	188.13		2	6	8					
03		Owner Comments			5,400	5,400		30	180.00		2	8	20					
03		Construction Cost Estimate (OPC)			1,940	1,940		10	194.00		2	4	4					
03		QAQC			8,180	8,180		38	215.26	10	6	10	10	2				
04		Easement Acquisition (\$19,000 NTE)																
04		Sub Coord, QA/QC, Deliverable processing, etc.			3,500	3,500		18	194.44		5	10		3				
04		Easement Exhibits - \$1,400 ea x 5 parcels			7,000		7,000											
04		Parcel Iron Location - \$1,700 per parcel x 5 parcels			8,500		8,500											
05		Permitting (\$20,000 NTE)																
05		Waxhaw Encroachment			4,065	4,040	25	20	202.00		6	12		2		\$ 25	\$ 25	
		NCDOT Encroachment			1,990	1,990		11	180.91		2	6		3				
05		DEQ Fast Track Sewer (FTA)			3,560	2,960	600	16	185.00		2	8	4	2		\$ 600	\$ 600	
		NCDEQ E&SC			6,010	5,520	490	28	197.14		6	16	4	2	\$ 90	\$ 400	\$ 490	
05		Permitting Comments			4,375	4,375		23	190.22		4	8	11					
06		Bidding (\$14,000 LS)																
06		Advertisement			2,560	2,560		13	196.92	1	4	4	2	2				
06		RFIs/Addenda (1)			4,290	4,290		22	195.00		6	10	4	2				
06		Bid Opening (1)			2,390	2,350	40	12	195.83		4	6		2	\$ 40	\$ 40		
06		Bid Evaluation, Tabulation, & Recommendation of Award			2,790	2,790		14	199.29	1	6	4		3				
06		Notice of Award			1,970	1,970		11	179.09	1	2	4		4				
Total					\$ 196,000	\$ 152,975	\$ 43,025	782	195.62	33	170	294	239	46	415	1,110	1,525	14,800





# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

---

**File #:** 25-571

**Agenda Date:** 9/15/2025

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**TITLE:**

Budget Amendment - Contributions to East Fork Twelve Mile Creek Flood Analysis Design and Cost Estimate Study

**INFORMATION CONTACT:**

Lee Jenson, Planning, Director, 704-283-3564

**ACTION REQUESTED:**

Adopt Budget Amendment #2 to recognize, receive, and appropriate contributions from Indian Trail and Wesley Chapel to perform limited area East Fork Twelve Mile Creek Flood Analysis Design and Cost Estimate study.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County will receive \$20,000 from Indian Trail & Wesley Chapel for contributing to a stormwater study. The County is using \$10,000 of our funding toward this, which is already budgeted.

**FINANCIAL IMPACT:**

\$20,000 for Stormwater Study.

## BUDGET AMENDMENT

REQUESTED BY Lee Jenson

DATE August 11, 2025

**DECREASE**

Description	

Explanation: To recognize, receive and appropriate contributions from Indian Trail and Wesley Chapel to perform limited area East Fork Twelve Mile Creek Flood Analysis Design and Cost Estimate Study

APPROVED BY \_\_\_\_\_  
Bd of Comm/County Manager  
Lynn West/Clerk to the Board

FOR POSTING PURPOSES ONLY

**CREDIT**

<u>Code</u>	<u>Account</u>	
10120220-4290	Dept Intergov Receipts	20,000

Total      20,000

Number 2



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

**File #:** 25-556

**Agenda Date:** 9/15/2025

### **TITLE:**

Grant Application - Transportation FY2027 Combined Capital Grant, FY2027 5311 Administrative (Non-Urbanized Area Formula Program) and Federal Fiscal Year (FFY) 23, 24 & 25 5307 Urbanized Area Formula Funding Application

### **INFORMATION CONTACT:**

Theresa Torres, Human Services Agency, Transportation Director, 704-283-3598

### **ACTION REQUESTED:**

Authorize the County Manager to submit the associated grant applications and make necessary assurances and certifications associated with the grant applications as substantially consistent with this agenda item, which includes the authorization to execute documents, or delegate electronic execution of documents when use of the federal award management system is required, related to award of the grants and budget funds as appropriate.

### **PRIOR BOARD ACTIONS:**

September 2, 2025, Regular Meeting, Agenda Item # 25-537 - Conducted Public Hearing - FY2027 Combined Capital Transportation Grant Application.

September 2, 2025, Regular Meeting, Agenda Item # 25-538 - Conducted Public Hearing - FY2027 5311 Administrative Transportation Grant Application.

September 2, 2025, Regular Meeting, Agenda Item # 25-535 - Conducted Public Hearing - FFY23, 24, & 25 5307 Urbanized Area Formula Funding Grant Application.

### **BACKGROUND:**

Union County is seeking funding through three federal grant programs-Combined Capital, 5311 Administrative, and 5307 Urbanized Area Formula-to support the continued provision of public transportation services that are accessible to the general public on a regular and ongoing basis. These grants support both rural and urban transit operations and infrastructure, ensuring the County can maintain, operate, and expand its transportation services to meet current and future needs.

#### **Combined Capital Program (FY2027)**

The Combined Capital Grant provides financial assistance for the replacement of public transportation vehicles and other capital needs. This program utilizes federal funds from Sections 5311, 5307, and 5339, enabling community transportation systems like Union County Transportation to consolidate their capital needs into one application. The funding will reimburse costs for replacement vehicles that have met NCDOT's useful life threshold of 100,000 miles, including conversion vans, lift vans, minivans, and Light Transit Vehicles (LTVs). It also covers other capital expenditures such as required NCDOT vehicle lettering, radio equipment, and bi-fuel conversions.

For FY2027, Union County is requesting funding for the replacement of three (3) 22' LTVs with wheelchair lifts, totaling \$427,701. The breakdown includes:

- Federal Share (80%): \$342,160
- Local Share (up to 20%): \$85,541
  - If State funding (10%) of \$42,770 is awarded, the local share would be reduced to \$42,771.

The application is due October 6, 2025, and covers the performance period from July 1, 2026 - June 30, 2027. Vehicles will be procured via North Carolina State contracts or in accordance with applicable procurement laws.

#### 5311 Administrative Grant (FY2027)

The 5311 Administrative Grant, under the Non-Urbanized Area Formula Program, supports administrative costs related to public transportation in rural areas. Funds are used for planning activities, administrative personnel, compliance, and coordination with other transit services. Union County's application does not include operational funding and is solely for administrative expenses.

For FY2027, Union County is requesting \$276,529, with the following cost share:

- Federal Share (80%): \$221,223
- State Share (estimated 5%): \$13,826
- Local Share (15%): \$41,480
  - If State funds are unavailable, the local share would increase to 20% (\$55,306).

The grant performance period is July 1, 2026 - June 30, 2027, and the application will be reviewed and recommended for funding by the County's NCDOT Mobility Specialist and the NC Board of Transportation.

#### 5307 Urbanized Area Formula Program (FFY23-FFY25)

The 5307 Program provides capital and operating assistance for transit services in urbanized areas. Eligible expenses include operations, planning, preventive maintenance, paratransit services, security and safety upgrades, and facility improvements. Union County, as part of the Charlotte urbanized area, receives 5307 funding through a regional formula established by the Charlotte Area Transit System (CATS) and approved by the Charlotte Regional Transportation Planning Organization (CRTPO).

Based on the current distribution formula Union County will receive up to:

- \$2,041,740 in Federal 5307 funds from FFY23.
- \$2,353,090 in Federal 5307 funds from FFY24.
- \$2,402,267 in Federal 5307 funds from FFY25.

This funding will be used for both operating expenses, which require a 50% local match, and capital expenses, which require a 20% local match.

The 5307 Grant will result in an award of Federal Fiscal Year (FFY) 2023, (FFY) 2024, and (FFY)

2025 Federal Transportation Administration (FTA) funds to Union County. Funds awarded during a given fiscal year are initially allocated for a one-year period of performance, but this may be extended if necessary to enable them to be drawn down over a five-year period after the start of the federal fiscal year of the award. Thus, funds awarded for the:

- FFY23 5307 applications can be drawn down through June 30, 2028.
- FFY24 5307 applications can be drawn down through June 30, 2029.
- FFY25 5307 applications can be drawn down through June 30, 2030.

In Union County, 5307 operational-related services are currently provided using demand response, subscription, and contracted fixed-route service. These services are rendered by Union County Transportation, or its subcontractors, and CATS. Union County's Transportation and Planning staff have developed a list of activities for these funds, which include paying 50 percent of the cost of the existing Union County 74X Express bus service and provision of demand-response service in the urbanized portions of the County. The funding allocated for capital-related items will be utilized for the purchase of security-related items as required by the 1% security minimum requirement, safety-related items as required by the 0.75% safety minimum, and for facility renovations.

#### **FINANCIAL IMPACT:**

##### **1. Combined Capital Grant**

- Total Request: \$427,701
- Federal Share (80%): \$342,160
- State Share (Estimated 10%): \$42,770\*
- Local Share (Max 20%): \$85,541\*

##### **2. 5311 Administrative Grant**

- Total Request: \$276,529
- Federal Share (80%): \$221,223
- State Share (Estimated 5%): \$13,826\*
- Local Share (Max 20%): \$55,306\*

##### **3. 5307 Urbanized Area Formula (FFY23-FFY25)**

- Total Request: \$6,797,097
- Federal Share: \$4,178,652
- State Share: Not Applicable
- Local Share: \$2,618,445

\*Local share may decrease if State funds are awarded.

## UNIFIED GRANT APPLICATION

## PUBLIC TRANSPORTATION PROGRAM RESOLUTION

## FY27 RESOLUTION

**Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.**

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) \_\_\_\_\_ and seconded by (*Board Member's Name or N/A, if not required*) \_\_\_\_\_ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Capital Purchase of Service budget, Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Union County hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative

## UNIFIED GRANT APPLICATION

requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the (Authorized Official's Title)\* County Manager of (Name of Applicant's Governing Body) Union County is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I (Certifying Official's Name)\* Lynn West (Certifying Official's Title) Clerk of the Board of Commissioners do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the (Name of Applicant's Governing Board) Union County Board of Commissioners duly held on the 2nd day of September, 2025.

\_\_\_\_\_  
*Signature of Certifying Official*

**\*Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me  
(date) \_\_\_\_\_

\_\_\_\_\_  
*Notary Public \**

\_\_\_\_\_  
*Printed Name and Address*

My commission expires  
(date) \_\_\_\_\_

Affix Notary Seal Here

## UNIFIED GRANT APPLICATION

### LOCAL SHARE CERTIFICATION FOR FUNDING

Union County  
(Legal Name of Applicant)

#### Requested Funding Amounts

<b>Project</b>	<b>Total Amount</b>	<b>Local Share**</b>
5311 Administrative	\$ <u>276,529</u>	\$ <u>41,480</u> (15%)
5311 Operating (No State Match)	\$ _____	\$ _____ (50%)
5310 Operating (No State Match)	\$ _____	\$ _____ (50%)
Combined Capital	\$ <u>427,701</u>	\$ <u>42,771</u> (10%)
Mobility Management	\$ _____	\$ _____ (10%)
5310 Capital Purchase of Service	\$ _____	\$ _____ (10%)
ConCPT	\$ _____	\$ _____ (50%)
Capital Cost of Contracting	\$ _____	\$ _____ (%)
Travelers' Aid	\$ _____	\$ _____ (50%)
_____	\$ _____	\$ _____ (%)
_____	\$ _____	\$ _____ (%)

Funding programs covered are 5311, 5310, 5339 Bus and Bus Facilities, 5307 (Small fixed route, regional, and consolidated urban-rural systems)

<b>TOTAL</b>	<b>\$ <u>704,230</u></b>	<b>\$ <u>84,251</u></b>
	<b>Total Funding Requests</b>	<b>Total Local Share</b>

**\*\*NOTE: Applicants should be prepared for the entire Local Share amount in the event State funding is not available.**

**The Local Share is available from the following sources:**

<u>Source of Funds</u>	<u>Apply to Grant</u>	<u>Amount</u>
<u>General Fund</u>	<u>5311 Admin Grant</u>	\$ <u>41,480</u>
<u>General Fund</u>	<u>Combined Capital Grant</u>	\$ <u>42,771</u>
<b>TOTAL</b>		<b>\$ <u>84,251</u></b>

**\*\* Fare box revenue is not an applicable source for local share funding**



## UNIFIED GRANT APPLICATION

I, the undersigned representing (*Legal Name of Applicant*) **Union County** do hereby certify to the North Carolina Department of Transportation, that the required local funds for the FY2027 Community Transportation Program and 5307 Governors Apportionment will be available as of **July 1, 2026**, which has a period of performance of July 1, 2026 – June 30, 2027.

---

Signature of Authorized Official

Brian W. Matthews, County Manager

---

Type Name and Title of Authorized Official

---

Date



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

**File #:** 25-588

**Agenda Date:** 9/15/2025

### **TITLE:**

Grant Application - North Carolina Agricultural Manufacturing & Processing Initiative

### **INFORMATION CONTACT:**

Andrew Baucom, Agricultural Services, Extension Director, 704-283-3738

### **ACTION REQUESTED:**

Authorize the County Manager to submit the associated grant application and make necessary assurances and certifications associated with the grant application as substantially consistent with this agenda item, which includes the authorization to execute documents related to award of the grant and budget funds as appropriate.

### **PRIOR BOARD ACTIONS:**

None.

### **BACKGROUND:**

The North Carolina General Assembly established the North Carolina Agricultural Manufacturing and Processing Initiative ("NCAMPI") as part of the state's FY 2023-24 budget legislation and amended by S.L. 2024-1 and further amended by S.L. 2025-26<sup>1</sup>.

The Initiative is to be administered by the North Carolina Department of Agriculture and Consumer Services ("Department"). The purposes of the program include:

1. Provide support for agricultural manufacturing and food processing opportunities that increase jobs and local property tax bases across the state and/or reduce costs and increase profit options for North Carolina farmers and growers.
2. Identify and assess opportunities to increase value-added processing of commodities produced in the state and fill geographic and commodity gaps across the state.
3. Market and recruit facilities to fill such gaps and meet such opportunities.
4. Support eligible entities with funding for eligible costs necessary to create or expand agricultural manufacturing facilities and projects related to increased demand for agricultural products.

### **FINANCIAL IMPACT:**

\$1.5 million to support the Union County Food Innovation Center site development.

# North Carolina Agricultural Manufacturing and Processing Initiative (NCAMPI)

## Helene Grant Proposal Application

### Deadlines

The NCAMPI applications will be accepted on a rolling basis. The review, due diligence and decision to award or not award will take some time. An application that is correctly and fully completed will enable the process to be as efficient as possible.

Potential applicants are invited to contact the N.C. Department of Agriculture and Consumer Services (NCDA&CS) to discuss the proposal ahead of the application to ascertain fit and other guidance. Potential applicants are asked to email our office at [ncampi@ncagr.gov](mailto:ncampi@ncagr.gov).

### Public Records

Applications, attachments, and other written materials received by the Department are subject to the public records law. NCDA&CS is subject to the same economic development confidentiality standards as other state agencies. Documents that are the confidential trade secrets of a private entity should be clearly marked as such.

### Guidelines

The guidelines and supporting documents for the NCAMPI can be found [here](#).

### I. Applicant Information

*Must select the entity type below with whom the grant will be administered:*

Local Government (infrastructure)

Agricultural Manufacturing Facility

Name of Local Gov. for Infrastructure:

Mailing Address:

City:

State:

Postal Code:

County:

Date of Incorporation:

Federal Tax Identification/EIN:

Website:

**Organization Contact Information:**

Prefix:

First Name:

Last Name:

Title:

Telephone:

Email:

**Organization Project Contact Information:**

Prefix:

First Name:

Last Name:

Title:

Telephone:

Email:

## **II. Agricultural Manufacturer (Company Name)**

Company Name:

Mailing Address:

City:

State:

Postal Code:

County:

Physical Address/Project Location:

City:

State:

Postal Code:

County:

Date of Incorporation:

Federal Tax ID/EIN:

Website:

## **Agricultural Manufacturer (Company) Contact Information**

Prefix:

First Name:

Last Name:

Title:

Telephone:

Email:

### **III. Project Information** Project Title:

*This may be the project name used for economic development purposes.*

Grant Request Amount:

Total Project Cost:

*Note: total grant request amount cannot exceed the lesser of 50 percent of the project cost or \$5,000,000*

Project Start Date:

Project End Date:

*Note: The Applicant must be able to demonstrate the financial capacity to carry out the project should the grant be awarded.*

### **Project Description – Summary**

*Text box of up to 100 words that should include the name of the applicant organization, all partners involved in the project, a description of project tasks, a description of the anticipated outcomes, and expected benefits to NC farmers and/or growers (basically the elevator pitch)*

**Expected Benefits** *Please check all that apply:*

*Job Creation*

*Increased Wages*

*Private Capital Investment*

*Reduced Farmer/Grower Costs*

*Increased NC Farmer/Grower Production*

*Increased Pricing Value for NC Agricultural Products*

*Other (please specify):*

In 250 words or less (total), explain how each of the checked benefit categories will apply.

## Geographic Impact

Please list the county where the project will be housed:

*Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Forsyth, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lee, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Nash, Polk, Rowan, Rutherford, Stanly, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, Yancey, or OTHER*

Please list county or counties that have farmers or growers that will directly and substantially benefit from the project:

*Alexander, Alleghany, Ashe, Avery, Buncombe, Burke, Cabarrus, Caldwell, Catawba, Cherokee, Clay, Cleveland, Forsyth, Gaston, Graham, Haywood, Henderson, Iredell, Jackson, Lee, Lincoln, Macon, Madison, McDowell, Mecklenburg, Mitchell, Nash, Polk, Rowan, Rutherford, Stanly, Surry, Swain, Transylvania, Union, Watauga, Wilkes, Yadkin, Yancey*

Please describe the presence and concentration of the agricultural product to be utilized or enhanced by this project:

## Project Description (Main Body)

*In not more than 1,200 words, please provide more detail on the project, background information and funding priorities. Main points covered should include:*

- What is the purpose of the project? Who are the partners involved in the project?*
- What gaps are facing NC farmers/growers will this project address?*
- What are the outcomes expected relevant to NCAMPI goals?*
- Will the project benefit small and/or mid-sized farming and growing operations?*
- How will this project benefit farmers, growers, and others negatively affected by Hurricane Helene?*
- How will this project use atmosphere controls? (if this answer is "not at all" the project is not eligible for this round of funding)*
- Who are the beneficiaries?*
- How long the project take?*
- How will you define and measure success?*

---

*Note: Enter on next page*





## **Project Tasks**

*Please list the tasks that need to be completed for project success and the time frame for each task.*

1.

2.

3.

## **Project Measurement**

*Please describe how you will demonstrate success, using specific, quantifiable, and measurable outcomes. Data such as NC-101 forms to show job creation or county agriculture statistics to demonstrate increased production would be examples of such metrics.*

*Such measures may use output (100 farmers sold product to this facility) or outcome measures (those farmers gained \$x in income from this new market).*

Note: Enter on next page

### **Project Budget**

Please complete the NCAMPI Budget Worksheet.

### **Signatures**

Organization Chief Executive:

Organization Board Chair:

### **IV. Attachments**

- Applicant Most Recent Financial Statement, *preferably audited* (if local government)
- List of Applicant Board Members (if local government)
- Letter or Resolution of Support from Applicant Board of Directors
- NCAMPI Budget Worksheet

Three years of financial statements for Agricultural Manufacturer that will benefit directly from the project (Income Statement, Statement of Cash Flows, Balance Sheet) may be marked as confidential/trade secret for nonpublic companies. These documents may be sent directly to [ncampi@ncagr.gov](mailto:ncampi@ncagr.gov). Please include the Project Name in the communication.

- Other relevant information
- Feasibility studies
- Site plans/architectural drawings
- Photos
- Equipment specifications
- Letters of Support



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

---

**File #:** 25-558

**Agenda Date:** 9/15/2025

---

**TITLE:**

Purchase - UCSO Vehicles Equipment

**INFORMATION CONTACT:**

Dorothy Thomas, Union County Sheriff's Office, Public Safety Finance Administrator, 704-283-3578

**ACTION REQUESTED:**

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County Sheriff's Office is requesting Equipment for the (28) Chevrolet Tahoe's. Union County Sheriff's Office chose to use Dana Safety because this vendor has contract pricing with the State of North Carolina.

N.C.G.S 143-129(e)(3) and N.C.G.S 143-129(e)(9) allow local governments to make purchases through a competitively bid North Carolina Statewide Term Contract or a Group Purchasing Program. The purchase of the equipment for new Union County Sheriff's vehicles will be made using North Carolina State Contract #680D as quoted by Dana Safety

**FINANCIAL IMPACT:**

The anticipated cost for the Vehicle Upfit Equipment is \$259,748.35 and is budgeted accordingly for FY2026.

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

**Telephone:** 800-847-8762

<b>Sales Quote No.</b>	586235-A
<b>Customer No.</b>	UNCOU

## Bill To

UNION, COUNTY OF  
 EMAIL ALL INVOICES  
 THOMAS.ALLEN@UNIONCOUNTYNC.GOV  
 MONROE, NC 28112

## Ship To

UNION COUNTY  
 ALL INVOICES thomas.allen@unioncountync.  
 Rachel.Phifer@unioncountync.gov  
 MONROE, NC 28112  
 United States

**Contact:** LT JONATHAN DAVIS  
**Telephone:** 704 292 2691

**E-mail:** jonathan.davis@unioncountync.gov

**Contact:** LT JONATHAN DAVIS  
**Telephone:** 704 292 2691

**E-mail:** jonathan.davis@unioncountync.gov

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
28	28	N	INFO 2025 TAHOE PATROL  Warehouse: GBKO		0.0000	0.00
25	25	Y	KUS-826 KUSTOM Directional Golden Eagle II, dual antenna, Ka- Warehouse: DROP  End User: Union Co NC Sheriff North Carolina Directional Golden Eagle II Includes: Dual KA-band DCM antennas, Stopwatch & Fastest Mode disabled, Same Direction Mode, Choice of wired/wireless Remote, Tuning Forks, Mounts, Cables, 27 month warranty, shipping/handling 17 Separation Kit & Plates - separates the display face from the main unit 17 SHIPPING & HANDLING COSTS ** The following are OPTIONAL and NOT included in the total below ** Carrying Case Eagle II Series Video Interface port and cable to connect w/ Kustom Video system Eagle II Series Sun Shield Eagle II Series Padded Cover w/ Bail Bracket Mount Extra set of tuning forks **Up to 5 Years of Extended Warranty available(call for pricing) Quote # -348960060617ET RETAIL \$ 3565.00 NC STATE CONTRACT 680D		3,200.0000	80,000.00

<b>Print Date</b>	07/20/25
<b>Print Time</b>	01:10:38 PM
<b>Page No.</b>	1

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Continued on Next Page

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

**Telephone:** 800-847-8762

<b>Sales Quote No.</b>	586235-A
<b>Customer No.</b>	UNCOU

## Bill To

UNION, COUNTY OF  
 EMAIL ALL INVOICES  
 THOMAS.ALLEN@UNIONCOUNTYNC.GOV  
 MONROE, NC 28112

## Ship To

UNION COUNTY  
 ALL INVOICES thomas.allen@unioncountync.  
 Rachel.Phifer@unioncountync.gov  
 MONROE, NC 28112  
 United States

**Contact:** LT JONATHAN DAVIS  
**Telephone:** 704 292 2691

**E-mail:** jonathan.davis@unioncountync.gov

**Contact:** LT JONATHAN DAVIS  
**Telephone:** 704 292 2691

**E-mail:** jonathan.davis@unioncountync.gov

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
25	25	Y	KUST-61 KUSTOM SIGNAL DISPLAY SEPARATION KIT & PLATES Warehouse: DROP		0.0000	0.00
28	28	Y	INCLUDED WITH KUS-826 PACKAGE PKG-VSX-1800-TAHPM1 HAV Package - Wide VSX Console with Front Printer Moun Warehouse: DROP		1,196.3500	33,497.80
28	28	Y	HAVIS Package – Wide VSX Console with Front Printer Mount for Laptop Docking Stations for 2021-2024 Chevrolet Tahoe PPV & SSV RETAIL \$ 2144.00  NC STATE CONTRACT 680D C-EBX-WHE-1 HAV Equipment Bracket Kit for VSX Consoles Warehouse: DROP  HAVIS C-EBX-WHE-1 RETAIL \$11.00  NC STATE CONTRACT 680D		6.1300	171.64

<b>Print Date</b>	07/20/25
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Continued on Next Page

**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

**Telephone:** 800-847-8762

<b>Sales Quote No.</b>	586235-A
<b>Customer No.</b>	UNCOU

## Bill To

UNION, COUNTY OF  
 EMAIL ALL INVOICES  
 THOMAS.ALLEN@UNIONCOUNTYNC.GOV  
 MONROE, NC 28112

## Ship To

UNION COUNTY  
 ALL INVOICES thomas.allen@unioncountync.  
 Rachel.Phifer@unioncountync.gov  
 MONROE, NC 28112  
 United States

**Contact:** LT JONATHAN DAVIS  
**Telephone:** 704 292 2691

**E-mail:** jonathan.davis@unioncountync.gov

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**E-mail:** jonathan.davis@unioncountync.gov

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30
Entered By		Salesperson		Ordered By	Resale Number
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
0	0	Y	DS-DELL-423 HAV Cradle for Dell Latitude Rugged Notebooks 5430, 73 Warehouse: DROP  (DISCONTIUNED) REPLACED BY DS-DELL-433 HAVIS Cradle For Dell Latitude Rugged Notebooks 5430, 7330, 5420, 5424 & 7424 RETAIL \$ 533.07	0.0000	0.00
22	22	Y	NC STATE CONTRACT 680D DS-DELL-433 HAV DELL PRO RUGGED CRADLE Warehouse: GBKO Cradle for Dell Pro Rugged 14" & 13", 5430, 7330, 5420, 5424, & 7424 Notebooks RETAIL \$535.00	298.5300	6,567.66
60	60	Y	NC STATE CONTRACT 680D C-MCB HAV CONSOLE MICROPHONE CLIP BRACKET Warehouse: DROP  HAVIS Mic Clip Bracket RETAIL \$ 20.00  NC STATE CONTRACT 680D	11.1600	669.60

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**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

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<b>Sales Quote No.</b>	586235-A
<b>Customer No.</b>	UNCOU

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
28	28	Y	SBX-1008 Havis Modular Storage Drawer w/ PBC Warehouse: DROP  SBX-1008 HAVIS Large Modular Storage Drawer with Push-Button Combination Lock Part # SBX-1008 MSRP: \$2025.00  NC STATE CONTRACT 680D Product Details: Modular drawers with 40"x20" footprint fit in common SUVs 9.5"H drawer, 12"H overall Heavy-duty push-button combination lock and reinforced drawer face Best for storing weapons, ammunition, and other highly secure items Locks are shrouded inside drawer to prevent damage or tampering Lightweight and durable aluminum construction with black powder coat finish Drawer topper (SBX-3000 Series products) and vehicle-specific mount (SBX-5000 Series products, or ttp) required for a complete storage solution NC STATE ONTRACT 680D		1,129.9500	31,638.60

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**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
28	28	Y	SBX-3003 HAV DRAWER OPEN TOP  Warehouse: DROP  HAVIS Open Storage Drawer Topper Part # SBX-3003 MSRP: \$274.00  NC STATE CONTRACT 680D Product Details: Modular drawers with 40"x20" footprint fit in common SUVs Features slots around perimeter for fastening bungee cords or straps Lightweight and durable aluminum construction with black powder coat finish Includes hardware to mount to top of box		152.8900	4,280.92
28	28	Y	SBX-4003 HAVIS DRAWER LIGHT  Warehouse: DROP  HAVIS 12V LED Drawer Light Part # SBX-4003 MSRP: \$106.00  NC STATE CONTRACT 680D Product Details: Includes 12 bright LEDs Rotates 180 degrees Features on/off switch		59.1400	1,655.92

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**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Dempsey Owens			Dempsey Owens - Greensboro	LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
28	28	Y	CG-X HAV CHARGE GARD, UNIVERSAL, CONTROL MODULE Warehouse: DROP INFINITE TIMER, SURGE PROTECTOR 12VDC, 30a *****  HAVIS CHARGE GUARD MSRP: \$107.00  NC STATE CONTRACT 680D PRICE SHEET FOR HAVIS NC STATE CONTRACT DISCOUNT IS 44.2% OFF THE HAVIS WEBS MISC HAV PT# C-TTP-TAH-105 Warehouse: GBKO Forward Electronics Mounting Trunk Tray Storage Box with Low 7" Risers for 2021-2025 Chevrolet Tahoe RETAIL \$ 1682.00  NC STATE CONTRACT 680D		61.9300	1,734.04
28	28	Y			938.5600	26,279.68

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**DANA SAFETY SUPPLY, INC**  
**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

# Sales Quote

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<b>Customer No.</b>	UNCOU

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
27	27	Y	1K0576TAH21WD SMC SINGLE PERSON PARTITION, 21 TAHOE Warehouse: DROP  SETINA 1K0576TAH21WD RETAIL \$ 1279.00		823.6700	22,239.09
27	27	Y	NC STATE CONTRACT 680D PK0123TAH212ND SMC 12VS, 2ND EXPANDED METAL Warehouse: DROP  SETINA CARGP PARTITION PK0123TAH212ND MSRP \$ 659.00		424.3900	11,458.53
28	28	Y	NC STATE CONTRACT 680D WK0514TAH21 SMC REAR WINDOW BARRIER Warehouse: DROP  SETINA WONDOW BARS WK0514TAH21 MSRP \$ 329.00  NC STATE CONTRACT 680D		211.8800	5,932.64

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Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
28	28	Y	GK10342UHK SMC DUAL VERT. RACK 2 UNIV. LOCKS W/ HC KEY Warehouse: DROP "Dual T-Rail Mount2 Universal XL Handcuff Key Override" SETINA DUAL GUN RACK MSRP \$ 629.00		405.0700	11,341.96
25	25	Y	NC STATE CONTRACT 680D GK0815HK SMC UNIVERSAL GUNLOCK W/HANDCUFF OVERRIDE Warehouse: GBKO "Universal XL LockWith Handcuff Key Override" RETAIL \$ 239.00		153.9100	3,847.75
28	28	Y	NC STATE CONTRACT 680D GT0536TAH21 SMC 21+ TAHOE FREESTANDING RACK Warehouse: DROP SETINA SUN RACK MOUUT KIT FOR SINGLE PRISONER TRASPORT GT0536TAH21 MSRP \$ 89.00  NC STATE CONTRACT 680D		57.3200	1,604.96

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**GREENSBORO, NC 27407**

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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
28	28	Y	CUP2-1004 HAVIS #CUP2-1004 SELF ADJUST DOUBLE CUP HOLDER Warehouse: GBKO Self-Adjusting Double Cup Holder (Fixed Mount) RETAIL \$67.00		37.3800	1,046.64
28	28	Y	NC STATE CONTRACT 680D C-EB25-XTL-1P HAV 1-PIECE EQ BRKT FOR XTL REMOTE HEADS & APX7500 Warehouse: GBKO 1-Piece Equipment Mounting Bracket, 2.5" Mounting Space, Fits Motorola XTL2500, XTL5000-05, APX-7500, & APX-8500 RETAIL \$34.00		18.9700	531.16
28	28	Y	NC STATE CONTRACT 680D C-FP-35 HAV 3.5 BLANK FILLER PLATE FOR CONSOLE Warehouse: GBKO 3-1/2" Filler Plate RETAIL \$16.00		8.9200	249.76
***28	TAHOES***		NC STATE CONTRACT 680D			

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**4809 KOGER BLVD**  
**GREENSBORO, NC 27407**

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07/17/25	UPS GROUND FREIGHT		QUOTED FREIGHT	TAHOES	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Dempsey Owens		Dempsey Owens - Greensboro		LT JONATHAN DAVIS		
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
			<div>Approved By: _____</div> <div><input type="checkbox"/> Approve All Items &amp; Quantities</div> <div>Quote Good for 30 Days</div>			

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<b>Subtotal</b>	244,748.35
<b>Freight</b>	15,000.00
<b>6.750 % Sales Tax</b>	17,533.01
<b>Order Total</b>	277,281.36



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

---

**File #:** 25-559

**Agenda Date:** 9/15/2025

---

**TITLE:**

Purchase - UCSO Vehicle Warning Devices

**INFORMATION CONTACT:**

Dorothy Thomas, Union County Sheriff's Office, Public Safety Finance Administrator, 704-283-3578

**ACTION REQUESTED:**

Authorize the County Manager to 1) negotiate and execute an agreement substantially consistent with this agenda item, 2) exercise any renewal or extension term options set forth in the Agreement, and 3) terminate the Agreement if deemed in the best interest of the County, each in the County Manager's discretion.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Union County Sheriff's Office is requesting Equipment for the (28) Chevrolet Tahoe's. Union County Sheriff's Office chose to use West Chatham Warning Devices because this vendor has contract pricing for Whelen Parts with Sourcewell Cooperative Purchasing.

N.C.G.S 143-129(e)(3) and N.C.G.S 143-129(e)(9) allow local governments to make purchases through a competitively bid North Carolina Statewide Term Contract or a Group Purchasing Program. The purchase of the equipment for new Union County Sheriff's vehicles will be made using Group Purchasing Program Sourcewell Contract #090122-WHL as quoted by West Chatham Warning Devices.

**FINANCIAL IMPACT:**

The anticipated cost for the Vehicle Warning Device Equipment is \$168,360.92 and is budgeted accordingly for FY2026.

**WEST CHATHAM WARNING DEVICES**

131 Brookside Parkway Lexington, SC 29072  
 PHONE: (803)520-6637 FAX: (803)520-7292

# Quote

**PAYMENT REMITTANCE:****2208 Gamble Rd Savannah, GA 31405**

PHONE: (912) 234-2600

Customer No.: UNIONCONC

Quote No.: 10644

Quote To: **UNION CO SHERIFF OFFICE, NC**

3370 PRESSON RD.  
 MONROE, NC 28112

Ship To: **UNION CO SHERIFF OFFICE, NC**

3370 PRESSON RD.  
 MONROE, NC 28112

FAX NUMBER: (704) 292-2690

Date	Ship Via	F.O.B.	Terms	
07/14/2025	FREE SHIPPING	Origin	Net 30	
Purchase Order Number		Sales Person		Quote Expires
		LISA JOHNSON		08/13/2025
Quantity	Item Number	Description	Unit Price	Amount

\*SOURCEWELL #090122-WHL\*

28	WHE-BSFW54X	Inneredge FST WecanX b/w DUO ** PACKAGE PRICE *	2626.00	73528.00
28	WHE-BS548	INNEREDGE RST 21 TAHOE B/A Duo * \$ INC IN PKG PRICE *	0.00	0.00
56	WHE-I2E	Duo ION Blue/White	99.87	5592.72
56	WHE-IONS3B	ION V-SERIES SURFACE MT BLU	164.83	9230.48
56	WHE-U180E	180 Degree Linear Super LED U series surface mount round, Blue/White DUO	144.75	8106.00
28	WHE-U18054	21-24 Tahoe/Sub mirror mount brackets- pair for U lights.	16.97	475.16
56	WHE-TCRWX5-E	TRACER 5 LAMP WECANX INC DUO HEADS BLUW/CLEAR	733.26	41062.56
56	WHE-TCRB54A	Tracer Mt Bkt 21 Tahoe *Mounts between body and step rail*	0.00	0.00
56	WHE-I2E	Duo ION Blue/White	99.87	5592.72
56	WHE-TSS0M	T-SERIES SURFACE MNT B/A DUO, BLUE/AMBER	93.93	5260.08
56	WHE-TSS0JC	ION-T SURFACE MNT TRIO RED/BLUE/WHITE	108.07	6051.92
28	WHE-C399	CENCOM CORE WecanX * PRICE INC IN PKG \$ *	0.00	0.00
28	WHE-CCTL7	WECANX 21 BUTTON/SLIDE CTRL * PRICE INC IN PKG \$ *	0.00	0.00
28	WHE-SA315P	Speaker 100 watt	0.00	0.00

Returns are subject to 25% restock fee + shipping. Special ordered items may not be cancelled/returned.



**WEST CHATHAM WARNING DEVICES**

131 Brookside Parkway Lexington, SC 29072  
 PHONE: (803)520-6637 FAX: (803)520-7292

# Quote

**PAYMENT REMITTANCE:**

**2208 Gamble Rd Savannah, GA 31405**  
 PHONE: (912) 234-2600

Customer No.: UNIONCONC

Quote No.: 10644

Quote To: **UNION CO SHERIFF OFFICE, NC**  
 3370 PRESSON RD.  
 MONROE, NC 28112

Ship To: **UNION CO SHERIFF OFFICE, NC**  
 3370 PRESSON RD.  
 MONROE, NC 28112

FAX NUMBER: (704) 292-2690

Date	Ship Via	F.O.B.	Terms	
07/14/2025	FREE SHIPPING	Origin	Net 30	
Purchase Order Number		Sales Person		Quote Expires
		LISA JOHNSON		08/13/2025
Quantity	Item Number	Description	Unit Price	Amount

\* \$ INC IN PKG PRICE \*

28	WHE-SAK70	SA315P Mt Kit	0.00	0.00
		* PRICE INC IN PKG PRICE *		
28	WHE-SA315P	Speaker 100 watt	141.40	3959.20
28	WHE-SAK70	SA315P Mt Kit	15.15	424.20
		21 Tahoe Fits Driver or Pass		
28	WHE-C399SP	SCANPORT for C399	0.00	0.00
		* PRICE INC IN PKG PRICE *		
28	WHE-CV2V	WECAN X vehicle to vehicle module with internal antenna	180.79	5062.12
28	WHE-CEM16	WeCanX 16 OUTPUT EXPANSION MODULE	143.42	4015.76

Quote subtotal 168360.92

Quote total 168360.92

Pricing subject to Manufacture price increases & tariffs.



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

---

**File #:** 25-553

**Agenda Date:** 9/15/2025

---

**TITLE:**

July 2025 NCVTS Motor Vehicle Tax Report

**INFORMATION CONTACT:**

Vann Harrell, Tax Administration, Tax Administrator, 704-283-3748; Kristen Foxworth, Tax Administration, Deputy Tax Administrator, 704-283-3591

**ACTION REQUESTED:**

Approve the July 2025 NCVTS Motor Vehicle Tax Refund Report.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

The refunds included in this report represent adjustments made to tax bills that resulted in refunds of motor vehicle taxes paid under the Tax and Tag Together program operated jointly between the Counties and the State.

**FINANCIAL IMPACT:**

\$2,362.41





## North Carolina Vehicle Tax System

### Pending Refund Report

Payee Name	Primary Owner	Secondary Owner	Address 1	Address 2	Address 3	Refund Type	Bill #	Plate Number	Status	Transaction #	Refund Description	Refund Reason	Create Date	Authorization Date	Tax Jurisdiction	Levy Type	Change	Interest Change	Total Change
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0083837027	TJ1066	PENDING	1034408313	Refund Generated due to adjustment on Bill #0083837027-2024-2024-0000	Situs error	7/3/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$83.92	\$0.00	\$83.92
															200	TAX	(\$227.93)	\$0.00	(\$227.93)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$24.27	\$0.00	\$24.27
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$149.74
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0083836967	TJ1064	PENDING	1034408340	Refund Generated due to adjustment on Bill #0083836967-2024-2024-0000	Situs error	7/3/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$83.92	\$0.00	\$83.92
															200	TAX	(\$227.93)	\$0.00	(\$227.93)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$24.27	\$0.00	\$24.27
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$149.74
UTILITY LINES CONSTRUCTION SERVICES LLC	UTILITY LINES CONSTRUCTION SERVICES LLC		550 W 36TH ST	TRAIL RD	JASPER, IN 47546	Adjustment >=\$100	0083836919	TF9881	PENDING	1034408349	Refund Generated due to adjustment on Bill #0083836919-2024-2024-0000	Situs error	7/3/2025		001	TAX	\$0.00	\$0.00	\$0.00
															600	TAX	\$60.05	\$0.00	\$60.05
															200	TAX	(\$163.11)	\$0.00	(\$163.11)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															020	TAX	\$17.37	\$0.00	\$17.37
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$115.69
WHITNEY, BRENT ROBERT	WHITNEY, BRENT ROBERT		6038 BLUEBIRD HILL LN		STALLINGS, NC 28104	Adjustment >=\$100	0083819532	VR8247	PENDING	1036841184	Refund Generated due to adjustment on Bill #0083819532-2024-2024-0000	Situs error	7/14/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$466.64)	\$0.00	(\$466.64)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															800	TAX	\$23.22	\$0.00	\$23.22
															026	TAX	\$36.96	\$0.00	\$36.96
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$436.46
YOW, AMY BAUCOM	YOW, AMY BAUCOM	OWEN, ROBERT TYLER	618 N FOREST HILL SCHOOL		MARSHVILLE, NC 28103	Adjustment >=\$100	0085487001	VFC9695	PENDING	918854696	Refund Generated due to adjustment on Bill #0085487001-2024-2024-0000	Situs error	7/1/2025		001	TAX	\$0.00	\$0.00	\$0.00
															200	TAX	(\$120.17)	\$0.00	(\$120.17)
															200	VEHICLE FEE	(\$30.00)	\$0.00	(\$30.00)
															022	TAX	\$20.45	\$0.00	\$20.45
															003	TAX	\$0.00	\$0.00	\$0.00
															005	TAX	\$0.00	\$0.00	\$0.00
															004	TAX	\$0.00	\$0.00	\$0.00
															002	TAX	\$0.00	\$0.00	\$0.00
															Refund				\$129.72
															Refund Total				\$2362.41



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

**File #:** 25-563

**Agenda Date:** 9/15/2025

### **TITLE:**

Economic Development Administration's (EDA) FY2025 Disaster Supplemental Grant Program

### **INFORMATION CONTACT:**

Jason May, Budget and Grants Management, Director, 704-283-3760

### **ACTION REQUESTED:**

Authorize the County Manager to submit the associated grant application and make necessary assurances and certifications associated with the grant application as substantially consistent with this agenda item, which includes the authorization to execute documents related to award of the grant and budget funds as appropriate.

### **PRIOR BOARD ACTIONS:**

None.

### **BACKGROUND:**

The EDA FY 2025 Disaster Supplemental Grant Program supports economic recovery activities in areas that received major disaster declarations in calendar years 2023-2024. The Readiness Path of this grant program provides funding through capacity building and strategic planning projects that set the stage for future investment.

Recently, Union County established an independent, county-level economic development authority. This was a major transition from the previous joint economic development structure with the City of Monroe. This strategic shift creates a timely opportunity to define a clear vision and actionable direction for the county's economic future.

The proposed project deliverables include a five-year strategic economic development plan and a pre-disaster economic recovery plan.

The five-year strategic economic development plan will align with the Centralina Economic Development District's regional CEDS (*Prosperity for All: 2022-2027*), while focusing specifically on Union County's unique assets, needs, and post-disaster realities. The plan will be developed through an inclusive, data-driven process and will serve as a foundation for future EDA Implementation Path or Industry Transformation Path funding, which are additional opportunities through this same grant program.

The pre-disaster economic recovery plan provides a roadmap for how the County would support businesses, workers, and the overall economy following a disaster. This plan helps to ensure that the economic health of the community is resilient and safeguards the tax base and long-term prosperity

of the community.

**FINANCIAL IMPACT:**

Union County anticipates requesting approximately \$200,000 in federal funding, with a 20% local match (\$40,000) to be contributed from in-kind staff hours, general fund reserves, and ARPA recovery funds.



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

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**File #:** 25-566

**Agenda Date:** 9/15/2025

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**TITLE:**

Consolidation of Positions in Procurement and Public Communications Departments

**INFORMATION CONTACT:**

Clayton Voignier, Assistant County Manager, 704-283-3687

**ACTION REQUESTED:**

Eliminate two part-time positions and authorize an additional 0.02 FTE to create a full-time position.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

The Union County Procurement and Public Communications Departments have two part-time vacant positions, one as an Administrative Professional II (position 406002 at 0.50 FTE) and the other as an Administrative Professional II (position 424500 at 0.48 FTE). Both positions are helpful to each department's operations but are limited with respect to the County's ability to recruit, train, and retain qualified individuals for these positions by virtue of their part-time status. Staff is requesting an additional 0.02 FTE to consolidate the two part-time positions into one full-time Administrative Professional II position that will provide more advanced administrative support to both departments.

**FINANCIAL IMPACT:**

No additional funding required. Funding exists in the current FY2026 Procurement budget.



# Union County, NC

## Staff Report

Union County Government  
Center  
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Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

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**File #:** 25-586

**Agenda Date:** 9/15/2025

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**TITLE:**

Appointment of Commissioners to Boards & Committees - Charlotte Regional Transportation Planning Organization

**INFORMATION CONTACT:**

Lynn G. West, Clerk to the Board of Commissioners, 704-283-3853

**ACTION REQUESTED:**

Appoint Chair Melissa Merrell as an Alternate Member to the Charlotte Regional Transportation Planning Organization (CRTPO).

**PRIOR BOARD ACTIONS:**

December 16, 2024, Regular Meeting, Agenda Item # 24-851 - Appointed Vice Chair Brian Helms and Commissioner Gary Sides as Alternate to CRTPO.

**BACKGROUND:**

On December 16, 2024, the Board of Commissioners appointed Vice Chair Brian Helms to serve as a member of the Charlotte Regional Transportation Planning Organization along with Commissioner Gary Sides as an alternate member. This action would add Chair Melissa Merrell as an alternate CRTPO member.

**FINANCIAL IMPACT:**

None.





# Union County, NC

## Staff Report

Union County Government  
Center  
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[www.unioncountync.gov](http://www.unioncountync.gov)

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**File #:** 25-573

**Agenda Date:** 9/15/2025

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**TITLE:**

Minutes for Approval

**INFORMATION CONTACT:**

Lynn West, Clerk to the Board of Commissioners, 704-283-3853

**ACTION REQUESTED:**

Approve minutes on the Consent Agenda.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

Draft minutes have been provided to the Board of Commissioners for review and approval.

**FINANCIAL IMPACT:**

None.



# Union County, NC

## Staff Report

Union County Government  
Center  
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[www.unioncountync.gov](http://www.unioncountync.gov)

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**File #:** 25-554

**Agenda Date:** 9/15/2025

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**TITLE:**

Tax Collector's Departmental Report for July 2025

**INFORMATION CONTACT:**

Kristen Foxworth, Tax Administration, Deputy Tax Administrator, 704-283-3591

**ACTION REQUESTED:**

None - Information Only.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

This report reflects the totals of all tax transactions within the tax collector's office for the month of July 2025 as required by NCGS 105-350(7).

**FINANCIAL IMPACT:**

None.

**To:** Board of County Commissioners  
Brian Matthews, County Manager  
Lynn West, Clerk to the Board

**From:** Vann Harrell  
Tax Administrator

**Date:** August 15, 2025

**Re:** Departmental Monthly Report

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The Tax Collector's monthly/year to date collections report for the month ending July 31, 2025 is attached for your information and review.

Should you desire additional information, I will provide that at your request.

Attachment

VH/JM

**JULY 2025**  
**PERCENTAGE FOR REGULAR TAX**

<b>JULY 31, 2025 REGULAR TAX</b>	<b>2025</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>
BEGINNING CHARGE	223,040.82	237,248,009.92	226,153,727.64	217,038,384.94	208,197,476.17
TAX CHARGE	270,673,474.89				
PUBLIC UTILITIES CHARGE					
DISCOVERIES	42,597.25				
NON DISCOVERIES	137,389.95	1,883.12	1,765.50	1,765.50	
RELEASES	(13,985.98)	(2,358.25)	(345.76)	(343.74)	(123.15)
<b>TOTAL CHARGE</b>	<b>271,062,516.93</b>	<b>237,247,534.79</b>	<b>226,155,147.38</b>	<b>217,039,806.70</b>	<b>208,197,353.02</b>
BEGINNING COLLECTIONS	88,198.91	236,870,095.13	226,044,694.29	216,969,741.19	208,143,510.15
COLLECTIONS	262,252.93	44,968.59	5,292.03	2,062.04	73.19
<b>TOTAL COLLECTIONS</b>	<b>350,451.84</b>	<b>236,915,063.72</b>	<b>226,049,986.32</b>	<b>216,971,803.23</b>	<b>208,143,583.34</b>
BALANCE OUTSTANDING	270,712,065.09	332,471.07	105,161.06	68,003.47	53,769.68
<b>PERCENTAGE OF REGULAR</b>	<b>0.13%</b>	<b>99.86%</b>	<b>99.95%</b>	<b>99.97%</b>	<b>99.97%</b>
<b>OVERALL CHARGED</b>	<b>271,062,516.93</b>	<b>237,247,534.79</b>	<b>226,155,147.38</b>	<b>217,039,806.70</b>	<b>208,197,353.02</b>
<b>OVERALL COLLECTED</b>	<b>350,451.84</b>	<b>236,915,063.72</b>	<b>226,049,986.32</b>	<b>216,971,803.23</b>	<b>208,143,583.34</b>
<b>OVERALL PERCENTAGE</b>	<b>0.13%</b>	<b>99.86%</b>	<b>99.95%</b>	<b>99.97%</b>	<b>99.97%</b>

**JULY 2025**  
**PERCENTAGE FOR REGULAR TAX**

<b>JULY 31, 2025 REGULAR TAX</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>2017</b>
BEGINNING CHARGE	192,182,011.13	186,540,147.30	180,717,811.44	186,663,147.61
TAX CHARGE				
PUBLIC UTILITIES CHARGE				
DISCOVERIES				
NON DISCOVERIES				
RELEASES	(321.49)			
<b>TOTAL CHARGE</b>	<b>192,181,689.64</b>	<b>186,540,147.30</b>	<b>180,717,811.44</b>	<b>186,663,147.61</b>
BEGINNING COLLECTIONS	192,110,517.12	186,442,157.90	180,659,599.91	186,615,814.54
COLLECTIONS	(90.36)	345.85	158.18	121.72
<b>TOTAL COLLECTIONS</b>	<b>192,110,426.76</b>	<b>186,442,503.75</b>	<b>180,659,758.09</b>	<b>186,615,936.26</b>
BALANCE OUTSTANDING	71,262.88	97,643.55	58,053.35	47,211.35
<b>PERCENTAGE OF REGULAR</b>	<b>99.96%</b>	<b>99.95%</b>	<b>99.97%</b>	<b>99.97%</b>
<b>OVERALL CHARGED</b>	<b>192,181,689.64</b>	<b>186,540,147.30</b>	<b>180,717,811.44</b>	<b>186,663,147.61</b>
<b>OVERALL COLLECTED</b>	<b>192,110,426.76</b>	<b>186,442,503.75</b>	<b>180,659,758.09</b>	<b>186,615,936.26</b>
<b>OVERALL PERCENTAGE</b>	<b>99.96%</b>	<b>99.95%</b>	<b>99.97%</b>	<b>99.97%</b>

**JULY 2025  
PERCENTAGE FOR REGULAR TAX**

<b>JULY 31, 2025 REGULAR TAX</b>	<b>2016</b>
BEGINNING CHARGE	176,859,604.37
TAX CHARGE	
PUBLIC UTILITIES CHARGE	
DISCOVERIES	
NON DISCOVERIES	
RELEASES	
<b>TOTAL CHARGE</b>	<b>176,859,604.37</b>
BEGINNING COLLECTIONS	176,820,402.23
COLLECTIONS	51.22
<b>TOTAL COLLECTIONS</b>	<b>176,820,453.45</b>
BALANCE OUTSTANDING	39,150.92
<b>PERCENTAGE OF REGULAR</b>	<b>99.98%</b>
<b>OVERALL CHARGED</b>	<b>176,859,604.37</b>
<b>OVERALL COLLECTED</b>	<b>176,820,453.45</b>
<b>OVERALL PERCENTAGE</b>	<b>99.98%</b>



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

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**File #:** 25-561

**Agenda Date:** 9/15/2025

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**TITLE:**

Communications Monthly Report - August 2025

**INFORMATION CONTACT:**

Liz Cooper, Public Communications, Director, 704-283-3587

**ACTION REQUESTED:**

None - Information Only.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

This report provides valuable metrics and insights into communication platforms and our efforts to collaborate with all County departments to inform and engage residents, promote programs and services, and strengthen internal and external communications.

**FINANCIAL IMPACT:**

None.





# Communications Monthly Report

August 2025





# Top Projects

1

## Property Tax Bill Mailing

In mid-August, the Tax Administration office mailed property tax bills—or courtesy statements for those who escrow—to property owners, including details on due dates and payment options. Following the state-mandated property reappraisal, additional communications were provided to ensure clarity and transparency for taxpayers.



2

## Public Health Communications Due to Boil Water Notice

A boil water notice for the City of Monroe's water utility prompted emergency communications on behalf of Public Health. A strong collaboration across multiple departments resulted in quick messaging to various audiences including media, residents and Union County Water customers to confirm the County's system was not impacted.



3

## Wellness Committee & Wellhub Launch

This internal campaign introducing a new Wellness Committee and new wellness program included several communication projects to share about the enhancements with employees, as well as coordination with multiple departments.



100

Projects Completed



19

Departments Supported

# Website



## Top Search Terms

- 1 Passport
- 2 Property Tax
- 3 Careers
- 4 Inmate
- 5 Job

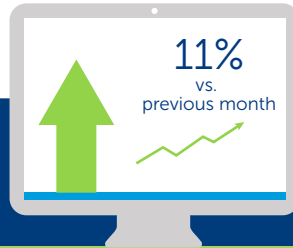
## Top Webpages

- 1 Pay My Water Bill
- 2 GIS & Mapping
- 3 Taxes & Property

## Website Visits

unioncountync.gov

437,915



## Sprout Automated Webchat

745 Residents Engaged

1,034 Total Communications Per Month

# Social Media



42,397  
Total Followers



## Top Posts

**Union County Government**  
August 14 at 12:32 AM · 🌐

**PUBLIC HEALTH NOTICE:** Due to a systemwide Boil Water Notice within the City of Monroe, Union County Public Health is required by state law to temporarily suspend food establishment and facility operating permits or approvals that receive water from the City of Monroe except those with approved emergency water supply plans on file. Establishments that meet these criteria may continue operating under strict health and safety protocols. Establishments that do not meet these criteria must close until the City of Monroe has rescinded the Boil Water Notice and their permit suspension has been lifted by Union County Environmental Health. The health and safety of our community is our top priority.

The City of Monroe owns and operates its own water system, so Union County Water customers are not impacted by this boil water notice. Questions related to the boil water notice currently in effect should be directed to the City of Monroe.

Union County Government has multiple facilities that receive water from the City of Monroe, including the Government Center and Human Services. While some operational adjustments are being made, most County services will be operational. Signage will be placed in facilities where needed regarding impacts to water service.

Union County Public Health Notice: [ucgov.info/notice](https://ucgov.info/notice)  
City of Monroe Water Resources: [monroenc.org/268/Water-Sewer](https://monroenc.org/268/Water-Sewer)



## LinkedIn

8.6% Engagement Rate  
1,917 Impressions



**union\_county\_nc** · 3w  
👉 Rest easy, Camden. Retired Fire Marshal's Office companion and trained ATF investigator served our community and many others with unwavering dedication before retiring last year. He leaves behind a legacy of service, loyalty and love that touched everyone who knew him. Camden, you will be so missed. ❤️ #UnionCountyNC #K9Hero #FireMarshal #ServiceDog #InMemory #RestEasy

**bethb\_perfectpickin** · 3w  
Camden was the absolute best and amazing at his job!  
2 likes · Reply

**flickstudios** · 3w  
130 likes  
Reply · 11



## Instagram

7.2% Engagement Rate  
2,080 Reach

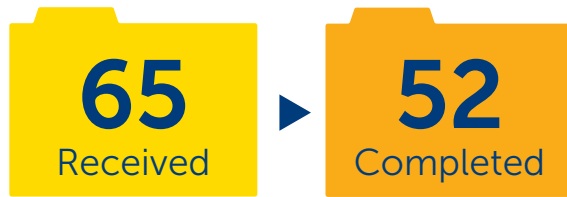


## Facebook

24.8% Engagement Rate  
73,260 Reach

**Engagement rate** is calculated by dividing the total number of interactions on a post (likes, comments, shares, clicks) by the total number of impressions that post received, then multiplying by 100 to get a percentage. **Impressions** are the number of times a user sees a post. **Reach** refers to the total number of individuals who saw a specific post on social media.

## Public Records Requests



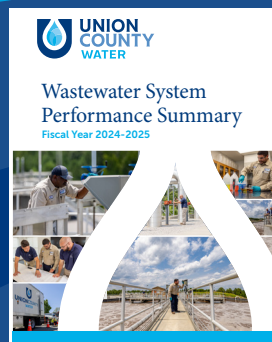
## Media Interactions



## Creative Highlights



Employee Speaker Series  
Hero Banner



Wastewater System  
Performance Summary



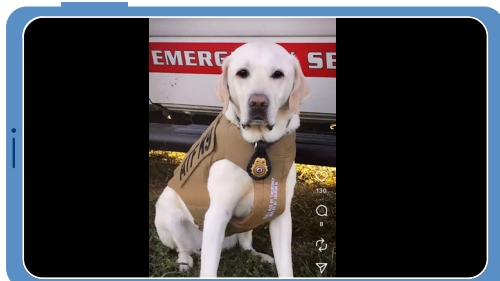
UC Atlas Graphics

## Video Engagement

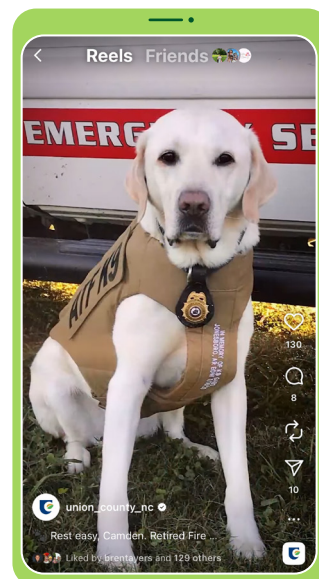


2025 Household Hazardous  
Waste Event

**YouTube**  
Household Hazardous  
Waste Event  
269 Views  
6.4 Hours Watch Time



**Facebook**  
Rest Easy Camden  
16,304 Views



**Instagram**  
Rest Easy Camden  
2,080 Views



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
Monroe, North Carolina  
[www.unioncountync.gov](http://www.unioncountync.gov)

**File #:** 25-582

**Agenda Date:** 9/15/2025

**TITLE:**

Wastewater Treatment Capacity - Monthly Update

**INFORMATION CONTACT:**

John Shutak, Union County Water, Engineering Director, 704-283-3651

**ACTION REQUESTED:**

None - Information only

**PRIOR BOARD ACTIONS:**

None

**BACKGROUND:**

Union County Water is closely monitoring the wastewater treatment capacities at our Water Reclamation Facilities. Permitting Capacity is evaluated using the Actual Plant Flows plus the Permitted/Obligated Flows (unconnected). Union County Water was asked to provide regular updates. Plant flow information through August 2025 is summarized in the attached table.

Twelve Mile Creek

- Percent of Actual Flows = 70.6%
- Percent of Actual + Permitted Flows = 90.0%
- Actual Flows (MGD) = 5.298
- Actual + Permitted Obligated Flows (MGD) = 6.749

Crooked Creek

- Percent of Actual Flows = 60.9%
- Percent of Actual + Permitted Flows = 93.0%
- Actual Flows (MGD) = 1.158
- Actual + Permitted Obligated Flows (MGD) = 1.767

Olde Sycamore

- Percent of Actual Flows = 26.7%
- Percent of Actual + Permitted Flows = 26.7%
- Actual Flows (MGD) = 0.040
- Actual + Permitted Obligated Flows (MGD) = 0.040

Tallwood

- Percent of Actual Flows = 44.0%

- Percent of Actual + Permitted Flows = 44.0%
- Actual Flows (MGD) = 0.022
- Actual + Permitted Obligated Flows (MGD) = 0.022

**Grassy Branch**

- Percent of Actual Flows = 90.0%
- Percent of Actual + Permitted Flows = 92.0%
- Actual Flows (MGD) = 0.045
- Actual + Permitted Obligated Flows (MGD) = 0.046

In addition to the wastewater treatment capacities, flow volumes associated with development projects that are in the planning and review process within the Twelve Mile Creek and Crooked Creek WRF service areas are provided for information as well. Development flow volumes through August 2025 are summarized in the attached tables.

**FINANCIAL IMPACT:**

None

### Water Reclamation Facility Flows

WRF	Permitted Capacity (MGD)	Actual Average Daily Flow <sup>1</sup> (MGD)	Percent of Actual Flow Used	Actual + Permitted Obligated Flows (MGD)	Percent of Permitted Flow Used	Actual Rainfall (in)
Twelve Mile Creek	7.5	5.298	70.6%	6.749	90.0%	7.3
Crooked Creek	1.9	1.158	60.9%	1.767	93.0%	10.5
Olde Sycamore	0.15	0.040	26.7%	0.040	26.7%	9.8
Tallwood	0.05	0.022	44.0%	0.022	44.0%	8.2
Grassy Branch	0.05	0.045	90.0%	0.046	92.0%	10.0

<sup>1</sup>Based on a 12-month rolling average.

### Development Flows

12-Mile Creek WRF		
Backlog Type	Number of Projects	Requested Flow (MGD)
Approved – Permit Submittal Pending	3	0.091
Engineering Plan Review	13	0.625
Sketch Plan Review	14	0.528
<b>Totals</b>	<b>30</b>	<b>1.244</b>

Crooked Creek WRF		
Backlog Type	Number of Projects	Requested Flow (MGD)
Approved – Permit Submittal Pending	4	0.078
Engineering Plan Review	4	0.145
Sketch Plan Review	7	0.172
<b>Totals</b>	<b>15</b>	<b>0.395</b>



# Union County, NC

## Staff Report

Union County Government  
Center  
500 North Main Street  
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[www.unioncountync.gov](http://www.unioncountync.gov)

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**File #:** 25-570

**Agenda Date:** 9/15/2025

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**TITLE:**

Opioid Settlement Update

**INFORMATION CONTACT:**

Patrick Niland, County Manager's Office, Deputy County Manager, 704-283-3630

**ACTION REQUESTED:**

Receive information from staff.

**PRIOR BOARD ACTIONS:**

None.

**BACKGROUND:**

As part of the Opioid Settlement Funds, Union County is required to conduct a strategic plan every three to four years. The county's first strategic plan covered FY2023 - FY2026. The strategic planning process for FY2027 - FY2031 is about to begin. Staff will provide the board with a quick update on the current plan, funding, and a schedule for the next strategic planning process.

**FINANCIAL IMPACT:**

None.