

A G E N D A
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING//WORK SESSION
Meeting Room at Perquimans County Library
March 21, 2022
7:00 p.m.

- I. Call to Order
 - II. Prayer / Pledge
 - III. Approval of Agenda
 - IV. Special Called Meeting
 - A. Alan Lennon's Replacement on Board of Commissioners
 - B. Partnership Agreement with Atlantic Telephone Membership Corporation
 - C. County Manager Updates – Budget Schedule
 - D.
 - V. Adjournment of Special Called Meeting
 - VI. Work Session (if needed)
 - VII. Adjournment
- ACTION REQUIRED
- NO ACTION REQUIRED
- ACTION REQUIRED

COUNTY MANAGER NOTES
Perquimans County Board of Commissioners
SPECIAL CALLED MEETING/WORK SESSION
Meeting Room at Perquimans County Library
March 21, 2022
7:00 p.m.

- IV.A. **Enclosure.** The Board will need to review the letters of intent that the County received for replacement of Alan Lennon's seat who resigned from the Board of Commissioners on February 21, 2022. The Board may take action on this matter.
- IV.B. **Enclosure.** A copy of the Partnership Agreement with Atlantic Telephone Membership Corporation is included. The Board will review the Agreement and take action on this matter.
- IV.C. County Manager Heath will present several updates to the Board.
- V. The Special Called Meeting will be adjourned and the Work Session will begin if it is necessary.

THELMA FINCH-COPELAND

192 Cedarwood Blvd. Hertford, NC 27944 · 252-333-0551

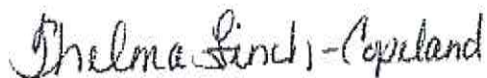
tfinch21@live.com

W. Frank Heathh III MPA
Perquimans County Manager
128 N. Church Street
Hertford, NC 27944

Dear Mr. Heath,

I am a life-long resident of Perquimans County and would like to share my interest in the open position for Board of Commissioners. I am a retired public school teacher with the Perquimans County School system where I built and have maintained many positive and fulfilling relationships with parents and children in the community. I currently work as the director for a non-profit agency that serves underprivileged children and their families. I am also a member of the Board of Director's for Albemarle Electric Cooperation. As an educator I have a great passion for ensuring that all people are heard respected and valued. The experience of working with people in many capacity has taught me how to communicate, listen and acknowledge. I would like this opportunity to work and share with others in our community making sound decisions that will benefit the families of our county. I look forward to further communication with you concerning this vacancy.

Sincerely,



Thelma Finch-Copeland

Christopher A. Richardson
112 Nixon Street
Hertford N.C. 27944
636-384-9020
richymcsarg412@gmail.com

March 12, 2022

To whom it may concern,

The future of Perquimans County is influenced and dependent upon its employees and volunteers. With the drive for excellence and sound ability to perform, I would like to be an integral part of Perquimans County's growth by taking the position of County Commissioner as advertised. The position would not be treated as a job, rather as an opportunity to help Perquimans County steer in a positive direction leaving my son and others like him a better community to grow up in by helping shape a better tomorrow for the County, I may not have grown up in but currently reside and will maintain for the foreseeable future.

I've earned a reputation as a self-directed professional with 15 plus years of experience directly related to budgets, business case analysis's (BCA), return on investments (ROI), man power and maintenance cost as well as analytical principles and procedures that will help Perquimans County make sound judgments on current and future costs of development. I possess fluent communication, judgment, analytical, logistical, reliability, sustainability, and management skills that will continue upon taking open position as a County Commissioner. With a proven ability to solve issues through analysis using multiple analytical principles along with careful coordination and or management of in-house personnel, outside vendors, and leading experts with the common goal of increasing reliability, availability, sustainability, safety, and cost of future County developments.

I can provide additional information including references upon your request. I'm appreciative of your time and consideration and look forward to the opportunity of meeting with you to discuss the open position available in more depth.

Sincerely,

Christopher A. Richardson

Technical Skills:

Experience

- 17 plus years' aviation maintenance experience with C-130, C-144, C-27, HU-25, H-60, H-65, UH-1N, AH-1W, MV-22, CH-46, CH-53, and AV-8B aircraft platforms along with their associated equipment.
- 15 years' experience in maintenance, reliability, and safety analysis of aeronautical assets.
- 15 years' experience in statistics, root cause, and trends analysis.
- 15 years' experience in big data management through CMMS's such as Sybase, OOMA, Legacy, ACMS, EAL, and AMMIS.
- 15 years' experience in analysis of maintenance systems, subsystems, components, operations, and logistics.
- 15 years' experience performing source code in Structured Query Language (SQL).
- 9 plus years' experience performing Reliability Centered Maintenance (RCM). Certified Navsea RCM Level II Since 2014.
- 9 plus years' experience related to FLS and SFLC through the Coast Guard Aviation Logistic Center.
- 9 years' experience performing Unix/Linux
 - Current Accounts:
 - o rep_almis::rep_almis
 - o arc_almis::arc_almis
 - o archive::archive
 - o osc_dev::dev
 - o dev::dev
 - o dev:dev2
 - o train::train
 - o phoebe_ts::test
 - o phoebe_ts::heat
 - o munro::almis
 - o rep_almis::arc_almis
 - o balsam::archive
 - o proto::proto
 - o int::integration
- 8 years' experience in management within an aviation maintenance environment.
- 4 years' experience training over 350 personnel on trends analysis and proper maintenance documentation procedures.
- 3 years' experience performing Database Administration (DBA).
- 3 years' experience with data structures and intermediate networking.
- 3 years' experience performing VIM
- 3 years' experience with SAS

Training, Education, and Certifications

- Belleville West High School, Belleville, Illinois, 2003.
- MOS 6046 Marine Corps "A" School, Meridian, Mississippi, 2004.
- MOS 6049 Marine Corps "C" School, Pensacola, Florida, 2008.
- Statistical Mathematics Certificate, Pensacola, Florida, 2008.
- Team Building and Leadership – Marine Corps Mentorship Program.
- Weibull++ Certification, 2013.
- Navsea Reliability Centered Maintenance Level II Certification, September 2014.
- Secret Clearance (exp. Dec 2015)
- Lean Six Sigma Certification, 2016.
- Weibull Analysis training 2018

CMMS Manager, Data Analysis and Maintenance Administration Supervisor

USMC, New River Air Station, Jacksonville, North Carolina, Apr. 2004 – May. 2012

Manage OOMA database and Maintenance Administration personnel. Processed data collected from the OOMA system server in desired formats and generated production, quality, logistics and analytical reports.

Responsibility:

- Management of Maintenance Administration personnel.
- Management of technical and non-technical publication for the Aviation Maintenance Department.
- Progress and disciplinary action reports on subordinates.
- Managed data system integrity and quality control of Military assets and personnel data within the Nalcomis and OOMA database.
- Maintenance, Material, and Logistics Management of over 20 aircraft and 10,000 parts worth in excess of 500 million dollars.
- Development and execution of Aviation Maintenance Departments Monthly Maintenance Plan (MMP).
- Conducted squadron maintenance training for AV3M Data processing.
- Training of Maintenance Administration personnel on Data Trends and Analysis of AV3M documentation.
- Team Building.
- Liaison between contractors, engineers and representatives within the Marine Corps and outside entities.
- Conduct SQL statements to pull historical data for future reliability and trends analysis of aeronautical assets and support equipment.
- Presented trends analysis of maintenance man hours, flight hours, high aircraft readiness degraders, parts average life cycle, error rate of documentation and more on a daily, weekly and monthly basis to upper management, contractors and engineers through charts, graphs, data sheets and narratives to further assist future planning or designing of parts, flight operations, and supply changes.
- Lead numerous projects related to analytical support for Ready Based Aircraft (RBA), Direct Maintenance Man Hours per flight hours (DMMH), Naval Aviation Enterprise (NAE), aircraft readiness, availability, failure rate, flight, and man power trends analysis. All analytics performed had a direct impact on future planning and operations of Marine Corps Aviation in combat environments.
- Wrote and managed all naval messages for the aviation maintenance department dealing with aircraft mishaps, aircraft strikes, and asset status changes.

Major Achievements:

- Lead a team in remote locations managing standalone CMMS's to ensure effective documentation of maintenance can be performed while keeping a steady logistics plan in place for future parts to ensure the unit could maintain continuous operations in the region.
- Took lead Analyst and Maintenance Administration Division chief role of successful detachment to remote locations of Afghanistan with no assistance available and limited communication.
- Team participant in the development of an online maintenance summary for the MV-22 aviation program. This system is now used by all MV-22 organizations throughout the Marine Corps.
- Took over the management and supervision of a Maintenance Analyst program that had recently failed numerous inspections and created a model program that passed 3 consecutive inspections without failure before leaving the organization.
- Trained new analysts and logistics specialists on the MV-22 platform and the analytical and logistical procedures to prepare them for the opening of a new MV-22 training squadron on the West Coast.
- Received numerous awards for performance by superiors. Most significant being a Naval Achievement Medal earned for performance beyond expectations while in Pakistan for Humanitarian relief efforts while deployed with the 26 Marine Expeditionary Unit (MEU) from August, 2010 to November, 2010.

- Presented analysis to upper management, vendors, manufacturers, and other experts through charts, graphs, spreadsheets and narrative summaries to further assist future planning, designing, operations, and acquisition of assets.
- Lead the generation of ROI proposals for all RCM studies which exceeds 48 million dollars and 15 thousand maintenance man hours in proposed future cost avoidance for the USCG that can now be effectively reallocated to other crucial areas since Dec 2012.

Major Achievements:

- Maintain and routinely updated Maintenance Requirements List (MRL) through recalculating the average man hours it takes to complete every tracked aviation maintenance task for the H60, H65, C130, and C144 Product lines based off raw maintenance data input throughout the fleet by maintainers. This allowed product lines and upper management the ability to effectively reallocate physical or contractual resources as needed. These figures are later implemented in the calculation of ROI's on RCM study efforts with the approval of upper management.
- Pushed for a more enhanced reporting of ROI figures on RCM studies to allow product lines and upper management the ability to effectively reallocate physical, contractual, and or financial resources as needed. Co-developed the current ROI format and formulas for calculations being used, approved, and official implemented into the RCM process guide for the USCG. Since my employment the RCM group including myself have helped the USCG avoid incurring over 120 million dollars of maintenance costs as well the reduction of needed manpower by over 20,000 maintenance man hours that can now be allocated elsewhere within the given maintenance department.
- Took lead on the Frequency Adapter and Spherical Bearing RCM study effort for the H65 product line that ultimately steered the H65 product line from making a timely and costly change of component materials based off their perceived performance of those parts. This study was shared with Eurocopter, the individual parts manufacturer, and vendor.
- Developed a tracking system for upper management of ALC to better track and manage the status of all CG22's being processed within the United States Coast Guard.
- Developed another tracking system for upper management of ALC to organize and manage workflow and priorities of separate divisions throughout.
- Lead the researched and developed complete history of the C144 MLG tires with a timeline of every change made to the maintenance procedure, maintenance interval, operational limits, and or manufacturer of tires. The timeline overlaid the graphical Mean Time between Failure (MTBF) performance of MLG tires to show the affects each change attributed to the rises or decline of tire performance or specific failure modes. This helped the C144 product-line decide the original tire manufacturer Dunlop was safer to use even with a lower overall MTBF because Dunlop had no aircraft mishaps due to catastrophic failure while Goodyear had multiple.
- Lead a business case analysis of the Starter Generator on the C144 aircraft for a brush modification. Performed component review of reliability trends on current and previous H65 Starter Generator of smaller but similar design to the C144 Starter Generator that previously performed a brush modification. Coupled with the current C144 Starter generator reliability trends a similar modification proved to be statistically capable of improving overall performance reducing yearly man-hours (mhrs) of maintenance and cost of component overhaul or replacement. Furthermore, provided return on investment (ROI) that shows a complete re-coup of implementation expenses within 5 years.
- Under Direction of then ALC CDR Walter lead development of tool that imports and automatically generates reports on available Versacall data (Quality Assurance job performance). This tool took available Versacall data that was untapped for reporting of statistical metrics to ALC product-line managers to assist in future decisions that could influence product-line effectiveness. Held meetings with managers and subject matter experts (SME's) from each product-line and developed reporting metrics that are useful across all product-lines. Developed charts, graphs, pivot tables, and statistical breakdowns of Versacall data that's updated with the click of four buttons then printed in report format for any timeframe selected. Also pushed for product-lines to adopt uniform reporting procedures in the Versacall database to enhance cross platform statistical comparisons that could also prove to be useful in future process innovation shared among independent product-lines (currently in process).
- Took part in conference calls with multiple officials across many departments of DHS to answer questions for the Coast Guard in relation to data availability. (Prevent Coast Guard from promising data that is not available). Worked directly with CG-821 pulling multiple sample sets through structural query language (SQL) to assist in their decision of which data to release and how much. Finally pulled 3 years of specific operations data, exported to excel, then laid out in an easy to read format to assist the Coast Guard with fulfillment of their DHS GAO request.
- Worked alongside CDR. Walter with development of the ALC ACCB tracking tool. This tool enhanced ALC's ability to monitor all product-line ACCB's and their status more effectively. Streamlined the reporting process by converting manual updates to auto updates through the development of formulas in excel, further reduced time spent reviewing pending ACCB's by modification of report layout, and prevented oversight of action needed by having up to date data readily available.

Christopher Allen Richardson
 112 Nixon Street, Hertford N.C. 27944
 Phone: 636-384-9020
 Email: richymcsarg412@gmail.com

Objective:

To make an immediate impact and contribution to the continued growth and success of Perquimans County through sound judgment, innovative ideas, and dedication to duty.

Skills & Abilities:

- Reliability Centered Maintenance (RCM)
- Reliability engineering (RE)
- PM optimization (PMO)
- Overall equipment effectiveness (OEE)
- Failure modes effects analysis (FMEA)
- Root cause analysis (RCA)
- Criticality analysis (CA)
- Data analysis
- Trends analysis
- Flight operations analysis
- Asset condition information (ACI)
- Defect elimination (DE)
- Business Case Analysis (BCA)
- Preventative maintenance procedures (PM)
- Key performance indicators (KPI)
- Lean manufacturing
- Executive sponsor (ES)
- Maintenance planning
- Human capital management (HCM)
- Asset and logistics management
- Cost analysis, return on investment (ROI)
- Computerized maintenance management systems (CMMS)
- Structured Query Language (SQL)
- Data mining
- Linux/VIM
- Big Data Management

Experience:

Sr. Operations Research Reliability Data Analyst / RCM II

DHS, USCG, Aviation Logistics Center (ALC), Engineering Service Department (ESD), RCM, Elizabeth City, North Carolina, Dec. 2012 – Current

Review and analyze all aeronautical maintenance assets and associated equipment for data validity. Pull big data in various formats as needed for ESD, RCM team members, and self to ensure the ability to perform reliability analysis and reports. Analysis performed on aircraft, systems, subsystems, components, and associated equipment through RCM study efforts to enhance their safety, reliability, availability, and life cycle cost of future operations.

Responsibility:

- Manage roughly 8% of the U.S. Coast Guards maintenance data tables and manage three additional employees within RCM group.
- Perform routine interface and communication with team members, management personnel, outside vendors, manufacturers, and leading experts critical to our mission.
- Created numerous structured query language (SQL) pulls to gather information from CMMS using ACMS, EAL, and AMMIS which track various assets, personnel, and all their documented historical information.
- Maintenance, Material, and Logistical analysis of all aviation assets and equipment within the USCG.
- Maintained data system validity of CMMS through analysis of current and historical data to ensure accurate information can be pulled, then used for future RCM studies.
- Perform FMEA of airframes, systems, subsystems, components and associated equipment as part of an RCM effort.
- Reviewed technical publications within the USCG aviation maintenance departments to proposed PM changes after completion of an RCM study.
- Worked with diverse groups and individually on studies dependent on severity, timeframe, and the estimated resources needed for the task at hand.
- Lead and or participated in numerous projects related to analysis of aircraft readiness, availability, failure, flight, manpower, and cost trends analysis. All analytics performed had a direct impact on future planning and operations of the USCG.



March 10, 2022

Ms. Angie Bailey, Broadband Infrastructure Director
P.O. Box 17209
Raleigh, NC 27619-7209

Director Bailey:

This letter is to outline the activities that Perquimans County has undertaken within the past 12 months to work to bring broadband to our citizens.

Perquimans County formed a Broadband Planning Committee in 2021 and worked to create the Perquimans County Digital Inclusion Plan using the Community Broadband Planning Playbook template from the NC DIT. This committee is active having met within the past six months to evaluate broadband needs of the county and to outline ideas for improving broadband adoption, accessibility, and affordability. The Perquimans County Digital Inclusion Plan was finalized and formally adopted by the Perquimans County Commissioners on March 7th, 2022.

Within the past 24 months, Perquimans County has worked with an outside firm to conduct surveys of broadband availability within the county. This information was provided to the Broadband Planning Committee and was a basis for the Perquimans County Digital Inclusion Plan.

If you have any questions, feel free to reach out to the Perquimans County Administration Offices at 252-426-8484.

Thank you,

Frank Heath
Perquimans County Manager

STATE OF NORTH CAROLINA)
) PARTNERSHIP AGREEMENT
)

THIS AGREEMENT, entered into this the ___ day of _____, 2022, among Atlantic Telephone Membership Corporation (dba. FOCUS Broadband), a nonprofit entity, located at 640 Whiteville Road, Shallotte, North Carolina 28459 and Perquimans County, a political subdivision of North Carolina, whose principal address is located at 128 N. Church Street, Hertford, NC 27944; with each of the parties acting by and through its authorized representatives and in accordance therewith, the parties acknowledge, recite, and agree as follows:

R E C I T A L S:

1. The purpose and spirit of this Agreement is to facilitate the engineering, construction, and installation of high-speed broadband facilities and opportunities within Perquimans County. It is the intent and purpose of entering into this Agreement to provide, promote, construct, engineer, and operate high speed broadband services within Perquimans County through the collaborative efforts, initiatives, and undertaking of each of the above-named entities.
2. It is understood and agreed that FOCUS Broadband shall design, engineer, construct and enter into the appropriate steps, initiatives, and applications with the appropriate state and federal regulatory agencies and facilitating partners including, but not limited to NC Great Grant for the service territories within Perquimans County, North Carolina, and in accordance with the plans and purposes of FOCUS Broadband and Perquimans County Government, which shall be developed in a collaborative and cooperative manner.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, and purposes as above set forth, the parties hereto agree and acknowledge the following:

1. FOCUS Broadband will design and apply for a NC Great Grant for service territories within Perquimans County, North Carolina that are unserved. (An unserved area is defined as "being where inhabitants or businesses do not have access to high-speed broadband services.")
2. It is the objective, mission, and intent of this Agreement that FOCUS Broadband will endeavor to maximize the number of unserved addresses to be included in the grant application.
3. FOCUS Broadband shall cover all costs associated with the submission of the grant applications and will cover any additional costs beyond the grant application as may be necessary to provide services and fulfill the grant obligations.

4. As part of this Partnership Agreement, in the event a NC GREAT Grant is awarded to FOCUS Broadband through the NC GREAT Grant program, Perquimans County agrees to provide a project match up to \$250,000 in matching funding contributions with 100% of those funds coming from funds designated for broadband expansion and received by the county through the American Rescue Plan Act (ARPA). For clarity, these funds are only obligated should FOCUS Broadband receive an award through the NC GREAT Grant program in the first round of the NC GREAT Grant program for 2022.
5. Perquimans County shall provide FOCUS Broadband with a Deed of Easement on county-owned land identified for the express purposes of constructing and maintaining a fiber optic switching office, otherwise known as an OLT (Optical Line Termination) site to be used to facilitate the expansion of broadband internet services in Perquimans County for the purposes of meeting the intent and mission of this Agreement.
6. It is further agreed that the intent and purpose of this Agreement is for the sole purpose of enabling broadband access in unserved and underserved areas wherein inhabitants or businesses do not have access to high-speed broadband services as of the date of this Agreement. It is acknowledged and agreed that upon the energizing and ability to deploy and maintain high speed broadband services, that FOCUS Broadband shall assume and remain the sole operating business entity of the high-speed broadband services within the above-identified parcel identified in Item 5, and nothing in this Agreement shall constitute a joint operating agreement in terms of costs or revenue sharing upon completion of this project.
7. FOCUS Broadband shall comply with all safety and federal, state, and local construction requirements applicable to the installation, deployment, and rendition of high-speed broadband services.
8. Each party will hold the other harmless from any and all claims, including costs, expenses, and damages which may occur as a result of any action, activity, negligence, and/or conduct committed by its employees arising from any third party out of the rendition of high-speed broadband services.
9. This Agreement shall be construed in accordance with the laws of the State of North Carolina and shall be binding upon the parties hereto.

[signature page follows]

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, the day and year first written above.

_____(SEAL)
Michael K. Holden
CEO/General Manager
Atlantic Telephone Membership Corp.
640 Whiteville Road
Shallotte, North Carolina 28459

_____(SEAL)
Wallace Nelson
Chairman
Perquimans County Commissioners
128 N. Church Street
Hertford, North Carolina 27944