

**PASQUOTANK COUNTY, NORTH CAROLINA
JUNE 15, 2020**

The Pasquotank County Board of Commissioners met today in a regular meeting on Monday, June 15, 2020 in Courtroom C in the Pasquotank County Courthouse.

MEMBERS PRESENT: Jeff Dixon, Chairman
Lloyd E. Griffin, III, Vice-Chairman
Cecil Perry
Frankie Meads
Charles H. Jordan
Sean Lavin
Barry Overman

MEMBERS ABSENT: None

OTHERS PRESENT: Sparty Hammett, County Manager
Lynn Scott, Clerk to the Board
Mike Cox, County Attorney
Sheri Small, Finance Officer

The meeting was called to order at 6:00 PM by Chairman Jeff Dixon. Vice-Chairman Lloyd Griffin gave the invocation and Frankie Meads led in the Pledge of Allegiance to the American Flag.

1. AMENDMENTS TO THE AGENDA:

Chairman Dixon asked if there were any amendments to the agenda. Finance Committee Chairman Lloyd Griffin requested the agenda be amended to add the following items recommended by the Finance Committee today: 1) Approval of Budget Amendments; 2) Approval of State of NC Certified Sites Program for Commerce Park; 3) Approval of COVID-19 Small Business Grant Program; 4) Approval of request to sell radio consolettes; 5) Approval of extension of Parks & Recreation Interlocal Agreement; 6) Approval of awarding contract for new voice over Internet Protocol Phone System; 7) Approval of COVID-19 Hazard Pay/Hazard Leave; 8) Approval of Fireworks Display Request; 9) Approval of Green Engineering contract amendment and offer for South Mills Water System; and 10) Rejection of Offers for Moyock Property.

Motion was made by Lloyd Griffin, seconded by Cecil Perry to amend the agenda to add items 1-10 to the Consent Agenda. The motion carried unanimously.

2. PUBLIC HEARING ON FISCAL YEAR 2020-21 COUNTY BUDGET AND ADOPTION OF BUDGET ORDINANCE:

Chairman Dixon declared the meeting to be a public hearing on the FY 2020-21 county budget and asked for comments from the public. There being none, the public hearing was closed.

Motion was made by Lloyd Griffin, seconded by Charles Jordan to approve the FY 2020-21 budget as presented and to adopt the following 2020-21 Budget Ordinance. The motion carried unanimously.

**BUDGET ORDINANCE
FISCAL YEAR 2020-21**

BE IT ORDAINED THIS 15th DAY OF JUNE, 2020 BY THE BOARD OF COMMISSIONERS OF PASQUOTANK COUNTY, NORTH CAROLINA:

I. GENERAL FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the General Fund for the operation of county government and its activities for the fiscal year beginning July 1, 2020 and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this county:

Governing Board..... \$ 96,575

County Manager	324,907
Personnel/Payroll.....	159,998
Finance Department	369,382
Data Processing	531,165
Tax Administration	739,695
County Attorney	234,566
Court Facilities	50,000
Elections Board.....	407,321
Register of Deeds	267,454
Public Buildings	1,388,866
Health & Social Services Building	229,024
Non-Departmental.....	324,850
Sheriff's Department	4,311,205
School Resource Officers	431,687
Jail	2,439,079
Central Communications.....	1,506,072
Emergency Management	167,181
Central Fire Department.....	1,013,529
Intercounty Fire Department	67,850
Newland Fire Department	74,950
Weeksville Fire Department	66,650
Providence Fire Department	90,700
Nixonton Fire Department	64,991
Building Inspector	325,337
Emergency Medical Services.....	5,243,704
Animal Control	272,309
Planning Department	244,101
Geographic Information Systems	143,495
Economic Development	1,188,572
Cooperative Extension Service	267,682
Soil & Water Conservation	142,966
Public Health.....	255,403
Public Schools	13,064,000
College of The Albemarle.....	2,505,000
Parks & Recreation & Senior Center	1,392,031
Special Appropriations:	
-Miscellaneous.....	517,752
-Contribution to:	
Public Assistance Fund	3,640,692
Pasquotank Library Fund.....	734,242
Reappraisal Reserve	55,000
Contingency.....	42,094
Debt Retirement.....	<u>3,207,455</u>
 TOTAL GENERAL FUND	 \$ 48,599,532

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Ad Valorem Taxes	\$25,591,500
Sales Taxes	9,495,200
Rent, Fees & Charges	5,865,963
Land Transfer Tax.....	1,100,000
Lottery Fund.....	400,000
Loan Proceeds.....	1,240,000
Other Revenue Sources.....	4,126,569
Fund Balance Appropriated	<u>780,300</u>
 TOTAL GENERAL FUND	 \$48,599,532

II. SOCIAL SERVICES FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Social Services Fund for administration of and payments to recipients of public assistance for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Administration	\$ 7,532,110
Services	<u>1,134,629</u>
 TOTAL SOCIAL SERVICES FUND	 \$ 8,666,739

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Social Services Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Federal and State Grants & Other Sources.....	\$ 5,026,047
Contribution from General Fund.....	<u>3,640,692</u>
TOTAL SOCIAL SERVICES FUND	\$ 8,666,739

III. LIBRARY FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Library Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021.

Operating Expenses	\$ 753,792
TOTAL LIBRARY FUND	\$ 753,792

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Library Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Fees & Fines.....	\$ 11,500
Copies	7,100
Miscellaneous Revenue	950
Contribution from Pasquotank County General Fund	<u>734,242</u>
TOTAL LIBRARY FUND	\$753,792

IV. CAPITAL RESERVE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Capital Reserve	\$ 710,000
Medical Services	8,185,390
Transfer to General Fund	2,000
Reserve – Commerce Park	17,700
Reserve – Landfill.....	615,000
Reserve – Rec Fees.....	<u>155,000</u>
TOTAL CAPITAL RESERVE FUND	\$ 9,685,090

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Interest Earned.....	\$ 30,000
Fund Balance Appropriated	9,551,460
Transfer from Solid Waste	100,000
Miscellaneous Revenue.....	<u>3,630</u>
TOTAL CAPITAL RESERVE FUND	\$9,685,090

V. EMERGENCY TELEPHONE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Emergency Telephone Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Operating Expenses	\$ 428,000
TOTAL EMERGENCY TELEPHONE FUND	\$ 428,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Emergency Telephone Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

NC 911 PSAP	\$ 336,445
Interest Earned	3,000

Fund Balance Appropriated 88,555

TOTAL EMERGENCY TELEPHONE FUND \$ 428,000

VI. REAPPRAISAL RESERVE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Reappraisal..... \$ 57,000

TOTAL REAPPRAISAL RESERVE FUND \$ 57,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Reappraisal Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Transfer from General Fund.....\$ 55,000

Interest Earned\$ 2,000

TOTAL REAPPRAISAL RESERVE FUND \$ 57,000

VII. DRAINAGE DISTRICT FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Drainage District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Maintenance\$ 5,500

TOTAL DRAINAGE DISTRICT FUND \$ 5,500

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Drainage District Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Revenue from Assessments\$ 5,300

Interest Earned200

TOTAL DRAINAGE DISTRICT FUND \$ 5,500

VIII. OCCUPANCY TAX FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Occupancy Tax Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Tourism Board\$ 400,000

TOTAL OCCUPANCY TAX FUND \$ 400,000

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Occupancy Tax Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Occupancy Tax Revenue.....\$ 400,000

TOTAL OCCUPANCY TAX FUND \$ 400,000

IX. WATER SYSTEM FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Water System Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Operating Expenses	\$ 2,030,664
Capital Outlay	591,300
Water Purchase	1,500,000
Operating Expenses – Waste Water	<u>271,349</u>
TOTAL WATER SYSTEM FUND	\$ 4,393,313

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Water System Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Sale of Water	\$ 3,634,813
Sewer Revenue	480,000
Penalties & Fees.....	<u>278,500</u>
TOTAL WATER SYSTEM FUND	\$ 4,393,313

X. REVERSE OSMOSIS PLANT FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Reverse Osmosis Plant Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Operating Expenses	\$ 761,947
Debt Retirement.....	<u>1,134,147</u>
TOTAL REVERSE OSMOSIS PLANT FUND	\$ 1,896,094

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Reverse Osmosis Plant Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Sale of Water	\$ 1,678,511
Elizabeth City - 24" Line.....	122,583
Interest Earned	20,000
Transfer from Water/Sewer Capital Reserve Fund.....	<u>75,000</u>
TOTAL REVERSE OSMOSIS PLANT FUND	\$ 1,896,094

XI. LANDFILL FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Landfill Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Operating Expenses – Landfill	\$ 2,644,717
Capital Outlay - Landfill.....	20,000
Operating Expenses – Convenience Sites	2,560,673
Capital Outlay – Convenience Sites	101,000
Operating Expenses - Transfer Station	161,950
Capital Outlay – Transfer Station	135,000
Transfer from Capital Reserve	<u>100,000</u>
TOTAL LANDFILL FUND	\$ 5,723,340

SECTION 2 – REVENUES: It is estimated that the following revenues will be available to the Landfill Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Tipping Fees.....	\$ 2,682,340
Solid Waste Fees.....	2,403,500
Tire Disposal Fees	50,000
Fund Balance Appropriated	450,000
Miscellaneous.....	<u>137,500</u>
TOTAL LANDFILL FUND	\$ 5,723,340

XII. WATER/SEWER CAPITAL RESERVE FUND

SECTION 1 – APPROPRIATIONS: The following amounts are hereby appropriated in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Reserve Debt	\$ 75,600
Transfer to RO Plant	<u>75,000</u>

TOTAL WATER/SEWER CAPITAL RESERVE FUND.. \$ 150,600

SECTION 2 – REVENUES: It is estimated that the following revenues will be available in the Water/Sewer Capital Reserve Fund for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

System Development Fees	\$ 75,000
Interest Earned.....	600
Fund Balance Appropriated	<u>75,000</u>

TOTAL WATER/SEWER CAPITAL RESERVE FUND..... \$150,600

XIII. SCHOOL APPROPRIATIONS

SECTION 1: The appropriation to the Board of Education first shall be made from any such funds which are dedicated to the use of the schools and secondly shall be made from general county fund revenues to the extent necessary to meet approved appropriations.

SECTION 2: The total appropriation for Current Expense from General Fund is \$11,364,000.

SECTION 3: The total appropriation for Capital Outlay from General Fund is \$1,700,000.

XIV. OTHER PROVISIONS

SECTION 1: The County Budget Officer is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a) He may transfer amounts between objects of expenditure within a department except salary amounts without limitation.
- b) He may not transfer any amounts between departments or funds from any contingency appropriation within any fund.

SECTION 2: No expenditure may be made in any line item that exceeds the amount set forth in the chart of accounts without prior authorization by the County Manager or Board of Commissioners.

SECTION 3: The County Manager and Clerk to the Board are hereby authorized to execute the necessary agreements within funds included in the Budget Ordinance for the following purposes: (1) Form grant agreements to public and non-profit organizations; (2) Purchases of apparatus, supplies and materials, and equipment which are within budgeted departmental appropriations; (3) Leases of real property which are of a duration of one year or less; (4) Services and service contracts which are within budgeted departmental appropriations; (5) Agreements for acceptance of State, Federal, public, and non-profit organization grant funds, and funds from other governmental units for services to be rendered; (6) Construction or repair work where formal bids are not required by law; and (7) Liability, health, life, disability, casualty, property or other insurance or retention and faithful performance bonds (other than for the Sheriff and Register of Deeds). Other appropriate county officials are also authorized to execute or approve such insurance and bond undertakings as provided by law.

XV. FEES

SECTION 1: There is hereby established a fee of \$69 per ton for residential garbage and \$72 per ton for commercial garbage disposed of at the Pasquotank County Transfer Station for the purpose of raising the revenue listed in the Landfill Fund – Part XI, Section 2 of this ordinance.

SECTION 2: There is hereby established a fee of \$53 per ton for land clearing and inert debris disposed of at the Pasquotank County LCID Landfill for the purpose of raising the revenue listed in the Landfill Fund - Part XI, Section 2 of this ordinance.

SECTION 3: There is hereby established a fee of \$53 per ton for construction and demolition material disposed of at the Pasquotank County C&D Landfill for the purpose of raising the revenue listed in the Landfill Fund-Part XI, Section 2 of this ordinance.

SECTION 4: There is hereby established a solid waste availability fee of \$144 per household for the purpose of raising the revenue listed in the Landfill Fund-Part XI, Section 2 of this ordinance. The solid waste availability fee will remain at \$75 for low-income senior citizens who qualify for the property tax reduction.

SECTION 5: There is hereby established a Pasquotank County Water and Sewer System Development Fees Schedule as follows:

Meter Size	Tap Fee
¾ inch	\$2,500
2 inch	\$5,000
3 inch	\$9,000
4 inch	\$10,500
6 inch	\$16,000
8 inch	\$21,000

XVI. TAX LEVY

SECTION 1: There is hereby levied a tax at the rate of seventy-seven cents (77¢) per One Hundred Dollar (\$100.00) valuation of property listed for taxes as of January 1, 2019 for the purpose of raising the revenue listed in the General Fund - Part I, Section 2 of this ordinance.

SECTION 2: This rate of tax is based on a total valuation of property for the purpose of taxation of \$3,341,838,450 and an estimated rate of collection of 96.2%.

SECTION 3: There is hereby levied an assessment of twenty-seven cents (27¢) per acre for the Drainage District Fund for the purpose of raising the revenue to maintain the drainage in the Newland service district.

Approved on June 15, 2020 by the following vote of the members of the Pasquotank County Board of Commissioners: _____ in favor; _____ opposed.

Jeff Dixon, Chairman
Pasquotank County Board of Commissioners

Attest:

Lynn B. Scott
Clerk to the Board

Chairman Dixon thanked staff for putting together a balanced budget, with no tax increase.

3. COMMENTS BY KEITH RIVERS:

Keith Rivers of 104 Grandview Drive spoke in favor of the County financially supporting the Sheriff's Department in their endeavors to purchase body cameras for Sheriff Deputies. He commended the County Manager on the work he has done since arriving in Pasquotank County.

4. CONSIDERATION OF APPOINTMENTS TO BOARDS AND COMMITTEES:

The Board considered the following recommendations made by the Appointments Committee at their last meeting for appointments to boards and committees:

- 1) Appoint Joseph Winslow, Jr., to the Social Services Board
- 2) Appoint Charles Jordan, Maurice Berry, Brian Stallings, Steve Harris, Kevin Brickhouse, Rodney Johnson, and Bill Trueblood to the Pasquotank County Drainage Committee

Chairman Dixon asked if there were any further nominations for consideration.

Commissioner Jordan, Chairman of the Appointments Committee, stated that the Appointments Committee met this afternoon to consider two additional applications for the Social Services Board. He said after much consideration, the Appointments Committee would like to unanimously recommend the appointment of Ms. Montrose Hinton to the Social Services Board. He noted that Ms. Hinton is a resident who has not been involved in the business of Pasquotank County in the past, but is now interested. She is an experienced person that has had a great

career. She is now retired and willing to serve the community. He said the committee believes it is important that they find new people in the county who are willing to serve.

Motion was made by Cecil Perry, seconded by Barry Overman to accept the nomination of Ms. Montrose Hinton to the Social Services Board, and to approve the appointments to the Pasquotank County Drainage Committee as recommended. Because Ms. Hinton's appointment is a new appointment, it will need to lie over for two weeks to allow time for additional applications. The motion carried unanimously.

5. APPROVAL OF CONSENT AGENDA:

The Board considered the following consent agenda:

a. Approval of Minutes of May 28, and June 1, 2020 Commissioner Meetings

b. Approval of Budget Amendments

The Finance Committee has recommended approval of the following budget amendments:

County Atty

Increase	010.0550.4839.00	Miscellaneous Revenue	191,960.00
Increase	010.4150.5192.00	Legal Fees	40,000.00
Decrease	010.0991.4991.00	Fund Balance Appropriated	151,960.00

Loan Proceeds-Reduction

Increase	010.0180.4240.00	Documentary Stamps	13,000.00
Increase	010.0180.4245.00	Land Transfer Tax	585,000.00
Decrease	010.0700.4970.00	Loan Proceeds	598,000.00

EMS

Increase	010.0550.4839.01	Miscellaneous Revenue-EMS	137,528.00
Increase	010.4370.5122.00	Salaries and Wages-OT	111,513.00
Increase	010.4370.5181.00	FICA	8,530.00
Increase	010.4370.5182.00	Retirement	8,295.00
Increase	010.4370.5186.00	Workers' Comp	3,190.00
Increase	010.4370.5261.00	Departmental Supplies	6,000.00

Capital Reserve

Increase	021.0550.4835.00	Sale of Assets	100,000.00
Increase	021.8200.5960.01	Capital Reserve-Unallocated	100,000.00

Newland VFD

Increase	010.0600.4930.00	Insurance Proceeds	3,065.00
Increase	010.0110.4120.00	Loss of PV Exemption	1,500.00
Increase	010.4343.5352.00	Maintenance-Equipment	4,565.00

Weeksville VFD

Increase	010.0110.4120.00	Loss of PV Exemption	1,400.00
Increase	010.4344.5353.00	Maintenance-Vehicles	1,400.00

Economic Dev/Non-Departmental

Decrease	010.4195.5440.00	Contracted Services	20,000.00
Increase	010.4920.5440.00	Contracted Services	20,000.00

RO Plant

Increase	063.0350.4713.00	Sale of Water	17,440.00
Increase	063.7135.5440.00	Contracted Services	17,440.00

c. Approval of State of North Carolina Certified Sites Program for the Pasquotank County Commerce Park

The Finance Committee has recommended authorization to engage with Sanford Holshouser for the purpose of navigating an industrial site certification effort for the County's industrial park for \$20,000.

d. Approval of COVID-19 Small Business Grant Program

The Finance Committee has recommended approval of the COVID-19 Small Business Grant Program as presented by staff.

e. Approval of Request to Sell VHF Motorola Radios

The Finance Committee has recommended approval to allow Perquimans County Emergency Services to purchase three CDM 1250 mobile radios, which are no longer in use, from Pasquotank-Camden Emergency Medical Services for \$40 per radio, for a total of \$120.

f. Approval of Extension of Parks & Recreation Interlocal Agreement with Elizabeth City

The Finance Committee has recommended approval of a one-year extension of the Parks & Recreation Interlocal Agreement with the City of Elizabeth City.

g. Approval to Award New Voice Over Internet Protocol Phone System to Nextiva

The top three scoring proposals were very close. Based upon Nextiva's customer service strength and lowest overall cost, the Finance Committee has recommended awarding the contract for the County's new phone system to Nextiva, with an associated 36-month cost of \$155,242.

• Nextiva	\$155,242.00
• Switchvox Cloud	\$291,820.96
• Avaya	\$237,726.40
• 3CX	\$175,802.50
• 8x8	\$172,768.10

h. Approval of COVID-19 Hazard Pay/Hazard Leave

The Finance Committee has recommended approval of the policy as presented, which would provide up to 24-hours of Hazard Pay to eligible Public Safety employees, and up to 24-hours of Hazard Leave to other essential employees.

i. Approval of Fireworks Display Request

The Finance Committee has recommended approval of a fireworks display request from Dr. Dan Terryberry contingent upon approval by FAA and input from T-Com officials, due to the proximity of the display to T-Com.

j. Approval of Green Engineering Contract Amendment and Offer for South Mills Water System

Staff was directed by the Board to have a valuation of the South Mills Water System performed to potentially extend an offer to purchase the Pasquotank County portion of the system. The system valuation was outside of Green Engineering's scope of services for the Water and Sewer Master Plan. The Finance Committee recommended approval of a \$9,000 contract amendment to Green Engineering to establish a fair market value for Pasquotank County's portion of the South Mills Water System, as well as to extend an offer to South Mills Water Association in the amount of \$1,394,149 for the purchase of the South Mills Water System in Pasquotank County.

k. Denial of Offers for Moyock Property – 104 Lark Drive

The County owned property at 104 Lark Drive in Moyock is currently listed at \$150,000. The Finance Committee considered two offers that have been received: 1) \$110,500 cash (30 days due diligence, and close in 30 days) and 2) \$100,000. The Finance Committee has recommended denial of the two offers.

Motion was made by Barry Overman, seconded by Cecil Perry to approve the Consent Agenda as amended. The motion carried unanimously.

6. REPORTS FROM COMMISSIONERS:

Commissioner Lavin said he is hopeful that some of his committees will be meeting next week.

Commissioner Overman noted that the Commissioner of Insurance is currently at the Nixonton Volunteer Fire Department presenting them with a \$5,000 grant as part of the Rural Initiative Funding Grant sponsored by Blue Cross Blue Shield.

Commissioner Perry said he is very happy that the County is trying to help the citizens in the northern part of the county, because it is very important to him.

Vice-Chairman Griffin reported that the hiring process for the new airport manager is complete.

Chairman Dixon said he has become very good with Zoom and Microsoft Team meetings. He is excited about the possibility of the County purchasing the water system in the northern part of the County.

Chairman Dixon asked if there was any further business to come before the Board. There being no further business;

Motion was made by Barry Overman, seconded by Cecil Perry to adjourn the meeting. The motion carried and the meeting was adjourned at 6:22 PM.

CHAIRMAN

CLERK TO THE BOARD