

**TENTATIVE AGENDA & MEETING NOTICE  
BOARD OF COUNTY COMMISSIONERS**

**TUESDAY, SEPTEMBER 6, 2016  
8:30 A.M.**

**WATAUGA COUNTY ADMINISTRATION BUILDING  
COMMISSIONERS' BOARD ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
8:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: August 2, 2016, Regular Meeting August 2, 2016, Closed Session		1
	3	APPROVAL OF THE SEPTEMBER 6, 2016, AGENDA		7
8:35	4	WATAUGA COUNTY SCHOOLS MATTERS		
		A. Capital Improvement Plan (CIP) Reserve Funds Request	MS. LY MARZE MS. LY MARZE	9 9
		B. Lottery Funds Request		
		C. Superintendent Update	DR. SCOTT ELLIOTT	19
8:40	5	SOLID WASTE MATTERS	MR. BOB LEE	21
8:45	6	HIGH COUNTRY CHAPTER OF THE MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) REQUEST	COL. JOHN ALLEY LTC. GEORGE BRUDZINSKI	23
8:50	7	FOOD HUB UPDATE	MS. CAROL COULTER MR. JIM HAMILTON	25
8:55	8	RURAL OPERATING ASSISTANCE PROGRAM (ROAP) GRANT APPLICATION REQUEST	MR. CRAIG HUGHES	27
9:00	9	PLANNING BOARD REPORT REGARDING MOUNTAIN VIEW SPEEDWAY	MR. RIC MATTAR	37
9:05	10	SANITATION MATTERS	MR. J. V. POTTER	
		A. Bid Award Request for Front Loading Trash Truck		39
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9:10	11	REQUEST TO SCHEDULE A PUBLIC HEARING REGARDING FIRE DISTRICT CHANGES	MR. JEFF VIRGINIA	53
9:15	12	VEHICLE BID AWARD REQUEST	MR. ROBERT MARSH	59
9:20	13	REQUEST TO ACCEPT FY 2017 SENIOR HEALTH INSURANCE INFORMATION PROGRAM (SHIIP) GRANT/CONTRACT	MS. ANGIE BOITNOTTE	71
9:25	14	TAX MATTERS	MR. LARRY WARREN	
		A. Monthly Collections Reports		91
		B. Refunds & Releases		95

TIME	#	TOPIC	PRESENTER	PAGE
9:30	15	FINANCE MATTERS	MS. MARGARET PIERCE	
		A. Budget Amendments		103
		B. Smoky Mountain Center Quarterly Report		105
		C. Proposed Sale of Real Properties on GovDeals		109
		1. Maggie's Lane Off Pine Run Road, Deep Gap		
		2. Lot EE33, Section III, Mill Ridge, Banner Elk		
		3. Lot 15 Cascade Cove Homesites, Deep Gap		
9:35	16	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. Out-of-State Travel		117
		B. Upcoming Meeting Schedule		127
		C. Boards and Commissions		129
		D. Announcements		151
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10:40	18	BREAK		154
10:45	19	CLOSED SESSION		154
		Attorney/Client Matters – G. S. 143-318.11(a)(3)		
11:00	20	ADJOURN		

**AGENDA ITEM 2:**

**APPROVAL OF MINUTES:**

August 2, 2016, Regular Meeting

August 2, 2016, Closed Session

**DRAFT****MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 2, 2016**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, August 2, 2016, at 8:30 A.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

**PRESENT:** Jimmy Hodges, Chairman  
David Blust, Vice-Chairman  
Billy Kennedy, Commissioner  
John Welch, Commissioner  
Perry Yates, Commissioner  
Stacy C. Eggers, IV, County Attorney  
Deron Geouque, County Manager  
Anita J. Fogle, Clerk to the Board

Chairman Hodges called the meeting to order at 8:30 A.M.

Commissioner Yates opened the meeting with a prayer and Vice-Chairman Blust led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Hodges called for additions and/or corrections to the July 19, 2016, regular meeting and closed session minutes.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the July 19, 2016, regular meeting minutes as presented.

VOTE: Aye-5  
Nay-0

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the July 19, 2016, closed session minutes as presented.

VOTE: Aye-5  
Nay-0

**APPROVAL OF AGENDA**

Chairman Hodges called for additions and/or corrections to the August 2, 2016, agenda.

County Manager Geouque requested to add the following to the agenda:

- Proposed Purchase of Sheriff's Office Body Cameras
- Proposed Purchase of Sheriff's Office Vehicles
- Proposed Lease with Appalachian State University for Use of Parking Facilities

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the August 2, 2016, agenda as amended.

VOTE: Aye-5  
Nay-0

### **PROPOSED EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)**

Mr. Jeff Virginia, Communications and Emergency Services Director, stated that the North Carolina Department of Public Safety provides grant money each year for Counties completing certain emergency planning activities. These activities serve as the base amount and in the case of Watauga County amounts to \$20,625. The optional components for additional funding have not yet been determined. This is a yearly program in which the County has participated for over thirty (30) years.

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the submission of the grant application to the North Carolina Department of Public Safety and complete the required activities to receive the \$20,625.

VOTE: Aye-5  
Nay-0

### **SHERIFF'S OFFICE MATTERS**

#### ***A. Body Camera Bid Award Request***

Captain Kelly Redmon stated that in 2015 Watauga County Sheriff's Office applied for, and was awarded a grant from the NC Governor's Crime Commission for the purchase of Body Cameras for officers. The grant award totaled \$14,916.00 (Project# 011096). Captain Redmon stated that test and evaluation were performed on numerous body camera types and storage options with the best camera being deemed the Taser Axon Body Camera which is head or shoulder mounted. Along with the camera system, Taser offers cloud based storage and software that allows the video footage to be uploaded and saved securely and redundantly.

Captain Redmon stated that the startup cost of purchasing 12 body cameras, downloading docks, storage and training is \$29,568.32. County Manager Geouque stated that the upkeep associated with 12 cameras would be approximately \$15,000 annually for the first five years and approximately \$30,000 for 24 cameras.

Commissioner Yates, seconded by Commissioner Welch, moved to authorization the purchase of body cameras using budgeted funds and grant funds from the Governor's Crime Commission as presented by Captain Redmon.

VOTE: Aye-5  
Nay-0

***B. Vehicle Bid Award Request***

Captain Redmon presented vehicle prices from Asheville Ford for six (6) new Ford All-Wheel Drive Police Interceptor SUVs and one (1) new T-350 Prisoner Transport Van. The price for each All-Wheel Drive Police Interceptor SUV is \$26,166.69 and the price for the T-350 is \$25,910.67. The total cost including \$5,529.33 for taxes and tags is \$188,440.14. Bids will be forthcoming for both the purchase and installation of the equipment in the new vehicles at a future meeting. Adequate funds have been budgeted to cover the cost of the vehicles.

Commissioner Kennedy, seconded by Commissioner Welch, moved to accept the bid from Asheville Ford in the amount of \$182,910.81 plus \$5,529.33 for taxes and tags for a total amount of \$188,440.14.

VOTE: Aye-5  
Nay-0

**PROPOSED LEASE WITH APPALACHIAN STATE UNIVERSITY FOR USE OF PARKING FACILITIES**

County Manager Geouque presented a proposed lease with Appalachian State University (ASU) for use of County-owned parking facilities from September 10-17, 2016. Commissioner Welch stated that the need for additional parking was anticipated due to upcoming football games.

By consensus, the Board agreed to recuse Commissioner Welch from action regarding this item as he is an employee with ASU Athletics.

Commissioner Yates, seconded by Vice-Chairman Blust, moved to approve the proposed lease as presented.

VOTE: Aye-4(Hodges, Blust, Kennedy, Yates)  
Nay-0  
Recused-1(Welch)

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

***A. Appointment of the North Carolina Association of County Commissioners' (NCACC) Annual Conference Voting Delegate***

County Manager Geouque stated that the North Carolina Association of County Commissioners' (NCACC) Annual Conference is scheduled for August 11-14, 2016, in Forsyth County. Each county in attendance is required to select a voting member for representation at the annual business meeting which is conducted as a part of the conference. Submission of the voting delegate is due August 5, 2016.

No Board members were available to attend.

## ***B. Boards and Commissions***

County Manager Geouque presented the following information regarding Boards and Commissions appointments:

### *Watauga County Board of Adjustment*

Janet Beck has resigned from the Board of Adjustment. Her 3-year term was set to expire in November. She is an at-large appointee. The Commissioners have the option of appointing someone to finish the term or to make a new 3-year appointment that would expire in November, 2019. An application was received from Mr. Crawford Cleveland who expressed interest in serving on the Watauga County Board of Adjustment. No action was required, nor taken, as this was a first reading.

### *Economic Development Commission*

There are two vacancies on the Economic Development Commission. One vacancy is an unfulfilled term expiring June, 2017, and the other is an unfulfilled term expiring June, 2018. Those seats were occupied by individuals who have moved from Watauga County. The EDC has fourteen members; nine are appointees, the other five serve by virtue of their organizations, including one Commissioner. All members vote. No applications have been received.

### *Watauga County Library*

The Watauga County Library Board recommends Jaime Money be appointed to the Watauga County Library Board to replace Tish Rokoske, who plans to resign effective August, 2016.

The Watauga County Library Board recommends Dr. Scott Elliott be appointed to the Watauga County Library Board to replace Billy Ralph Winkler, who plans to resign effective August, 2016. Dr. Elliot's Volunteer Application is attached.

Commissioner Kennedy, seconded by Commissioner Yates, moved to waive the second reading and appoint Ms. Jamie Money and Dr. Scott Elliott to serve on the Library Board

VOTE: Aye-5  
Nay-0

### *Town of Boone's Board of Adjustment Extraterritorial Jurisdiction (ETJ) Appointment*

The Boone Town Council recommends Mr. Stephen Taylor for appointment to the Town's Board of Adjustment as a representative of the Extraterritorial Jurisdiction (ETJ). Mr. Taylor's Volunteer Application is attached. No action was required, nor taken, as this was a first reading.

## ***C. Announcements***

County Manager Geouque announced the following:

- The High Country Council of Governments' Annual Banquet is scheduled for Friday, September 5, 2015, at Linville Ridge.

- County Manager Geouque stated that, due to not anticipating a heavy agenda again for the second meeting in August, the Board may wish to consider cancelling the August 16 meeting as regularly scheduled. If cancelled, the next regular meeting would be on Tuesday, September 6, at 8:30 A.M. A special meeting could be called, if necessary, in the interim.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to cancel the second regular meeting of the Board of Commissioners in August 2016.

VOTE: Aye-5  
Nay-0

### **PUBLIC COMMENT**

There was no public comment.

### **CLOSED SESSION**

At 9:10 A.M., Commissioner Welch, seconded by Vice-Chairman Blust, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Personnel Matters – G. S. 143-318.11(a)(6).

VOTE: Aye-5  
Nay-0

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to resume the open meeting at 9:40 A.M.

VOTE: Aye-5  
Nay-0

### **ADJOURN**

Commissioner Kennedy, seconded by Commissioner Yates, moved to adjourn the meeting at 9:40 A.M.

VOTE: Aye-5  
Nay-0

Jimmy Hodges, Chairman

ATTEST:  
Anita J. Fogle, Clerk to the Board



**AGENDA ITEM 3:**

**APPROVAL OF THE SEPTEMBER 6, 2016, AGENDA**

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**AGENDA ITEM 4:****WATAUGA COUNTY SCHOOLS MATTERS**

*A. Capital Improvement Plan (CIP) Reserve Funds Request*

*B. Lottery Funds Request*

**MANAGER'S COMMENTS:**

Ms. Ly Marze, Finance Director for Watauga County Schools, will request funds from the Capital Improvement Plan (CIP) Reserve Fund and the Education Lottery Fund. A total amount of \$486,500 is being requested from the Capital Improvement Plan (CIP) Reserve Fund. \$218,500 is for the Mabel Fuel Tank/Parking lot project; \$100,000 is for classroom projectors; \$75,000 is for vehicle replacements; and \$93,000 is for the replacement of an activity bus.

A total amount of \$337,500 is being requested from the Education Lottery fund. \$15,000 is for gym doors at Green Valley Elementary School; \$57,500 will be used for a new fire alarm system at Blowing Rock Elementary; \$120,000 is to alleviate flood issues at Watauga High School; \$25,000 is for bleachers; \$40,000 for window replacement at Green Valley Elementary School; \$30,000 for district wide carpet and tile replacement; and \$50,000 is for the new batting cage facility at Watauga High School.

The total amount requested is \$824,000.

Board action is required to approve the request of \$486,500 from the Capital Improvement Plan Reserve fund and the \$337,500 from the Public School Building Capital Fund (Lottery Distribution).



# Watauga County Board of Education

OFFICE OF THE SUPERINTENDENT  
MARGARET E. GRAGG EDUCATION CENTER  
PO BOX 1790, BOONE, NC 28607

TEL: (828) 264-7190  
FAX: (828) 264-7196

TO: Margaret Pierce, Finance Director  
Watauga County

FROM: Ly Marze, Finance Officer  
Watauga County Schools

DATE: August 29, 2016

RE: CIP Reserve Funds and Lottery Request

Watauga County Schools respectfully requests the release of \$486,500 from the CIP Reserve Funds for the following projects:

Mabel Fuel Tank/Parking Lot	\$ 218,500
Classroom Projectors	100,000
Vehicle Replacements	75,000
Activity Bus Replacement	<u>93,000</u>
	\$ 486,500

We also request the approval of the attached applications for state Lottery funding for the following projects:

Green Valley – Gym Doors	\$ 15,000
Blowing Rock – Fire Alarm	57,500
WHS – Correct Flooding Issues	120,000
All K-8 Schools – Elementary Bleachers	25,000
Green Valley – Windows	40,000
District-wide – Carpet and Tile	30,000
WHS – Batting Facility	<u>50,000</u>
	\$ 337,500

Thank you for your continued support of Watauga County Schools.

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County  
LEA: Watauga County Schools  
Address: PO Box 1790 Boone NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: Green Valley - Gym Door Replacement

Location: 189 Big Hill Rd, Boone, NC 28607

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Replace gym doors to improve safety and security of building

Estimated Costs:

Purchase of Land _____	\$ _____	
Planning and Design Services _____	_____	
New Construction _____	_____	
Additions / Renovations _____	_____	15,000.00
Repair _____	_____	
Debt Payment / Bond Payment _____	_____	
<b>TOTAL _____</b>	<b>\$ _____</b>	<b>15,000.00</b>

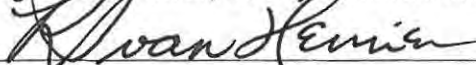
Estimated Project Beginning Date: August 2016 Est. Project Completion Date: November 2016

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 15,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)



8-8-16

(Signature — Chair, Board of Education)

(Date)

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County  
LEA: Watauga County Schools  
Address: PO Box 1790 Boone NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: Blowing Rock School - Fire Alarm

Location: 165 Morris St, Blowing Rock, NC 28605

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Replace non-working fire alarm in school building

Estimated Costs:

Purchase of Land _____	\$ _____	
Planning and Design Services _____	_____	
New Construction _____	_____	
Additions / Renovations _____	_____	57,500.00
Repair _____	_____	
Debt Payment / Bond Payment _____	_____	
<b>TOTAL _____</b>	<b>\$ _____</b>	<b>57,500.00</b>

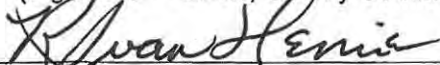
Estimated Project Beginning Date: August 2016 Est. Project Completion Date: November 2016

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 57,500.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)



8-8-16

(Signature — Chair, Board of Education)

(Date)

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: PO Box 1790 Boone NC 28607

Phone: 828-264-7190

Project Title: WHS - Correct Flooding Issues

Location: 300 Go Pioneers Dr, Boone, NC 28607

Type of Facility: 9-12 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following.

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Correct flooding issues at the football/track stadium

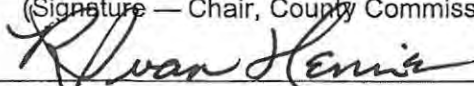
Estimated Costs:

Purchase of Land	_____	\$	_____
Planning and Design Services	_____		_____
New Construction	_____		_____
Additions / Renovations	_____		120,000.00
Repair	_____		_____
Debt Payment / Bond Payment	_____		_____
<b>TOTAL</b>	_____	<b>\$</b>	<b>120,000.00</b>

Estimated Project Beginning Date: August 2016 Est. Project Completion Date: January 2017

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 120,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)	(Date)
<u></u>	<u>8-8-16</u>
(Signature — Chair, Board of Education)	(Date)

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County  
LEA: Watauga County Schools  
Address: PO Box 1790 Boone NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: Elementary Bleachers

Location: District-wide

Type of Facility: K-8 Schools

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:  
(3) No county shall have to provide matching funds...  
(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.  
(5) A county may not use monies in this Fund to pay for school technology needs.  
  
As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Renovate existing bleachers for student and visitor safety

Estimated Costs:

Purchase of Land _____	\$ _____	
Planning and Design Services _____	_____	
New Construction _____	_____	
Additions / Renovations _____	_____	25,000.00
Repair _____	_____	
Debt Payment / Bond Payment _____	_____	
<b>TOTAL _____</b>	<b>\$ _____</b>	<b>25,000.00</b>

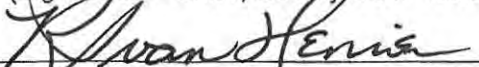
Estimated Project Beginning Date: August 2016 Est. Project Completion Date: November 2016

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 25,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)



8-8-16

(Signature — Chair, Board of Education)

(Date)



**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County

Contact Person: Ly Marze

LEA: Watauga County Schools

Title: Finance Officer

Address: PO Box 1790 Boone NC 28607

Phone: 828-264-7190

Project Title: Green Valley School - Replacement Windows

Location: 189 Big Hill Rd, Boone, NC 28607

Type of Facility: K-8 School

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Replace large and extremely old windows in classrooms

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	_____
New Construction _____	_____
Additions / Renovations _____	40,000.00
Repair _____	_____
Debt Payment / Bond Payment _____	_____
<b>TOTAL _____</b>	<b>\$ _____ 40,000.00</b>

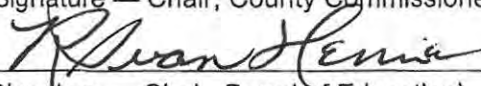
Estimated Project Beginning Date: August 2016 Est. Project Completion Date: November 2016

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 40,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)



8-8-16

(Signature — Chair, Board of Education)

(Date)

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County  
LEA: Watauga County Schools  
Address: PO Box 1790 Boone NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: Replace carpet and tile floors  
Location: District-wide  
Type of Facility: K-8 Schools

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:  
(3) No county shall have to provide matching funds...  
(4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.  
(5) A county may not use monies in this Fund to pay for school technology needs.  
  
As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: Replace carpet and tiles in classrooms for student safety

Estimated Costs:

Purchase of Land _____	\$ _____
Planning and Design Services _____	_____
New Construction _____	_____
Additions / Renovations _____	30,000.00
Repair _____	_____
Debt Payment / Bond Payment _____	_____
<b>TOTAL _____</b>	<b>\$ _____ 30,000.00</b>

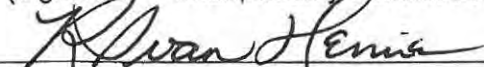
Estimated Project Beginning Date: December 2016 Est. Project Completion Date: August 2017

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 30,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)



8-8-16

(Signature — Chair, Board of Education)

(Date)

**APPLICATION  
PUBLIC SCHOOL BUILDING CAPITAL FUND  
NORTH CAROLINA EDUCATION LOTTERY**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

County: Watauga County  
LEA: Watauga County Schools  
Address: PO Box 1790 Boone NC 28607

Contact Person: Ly Marze  
Title: Finance Officer  
Phone: 828-264-7190

Project Title: Batting Facility

Location: 300 Go Pioneers Dr, Boone, NC 28607

Type of Facility: 9-12 Schools

North Carolina General Statutes, Chapter 18C, provides that a portion of the proceeds of the North Carolina State Lottery Fund be transferred to the Public School Building Capital Fund in accordance with G.S. 115C-546.2. Further, G.S. 115C-546.2 (d) has been amended to include the following:

- (3) No county shall have to provide matching funds...
- (4) A county may use monies in this Fund to pay for school construction projects in local school administrative units and to retire indebtedness incurred for school construction projects.
- (5) A county may not use monies in this Fund to pay for school technology needs.

As used in this section, "Public School Buildings" shall include only facilities for individual schools that are used for instructional and related purposes, and does not include central administration, maintenance, or other facilities. **Applications must be submitted within one year following the date of final payment to the Contractor or Vendor.**

Short description of Construction Project: New batting facility for the high school - to enhance and support the district's athletic program

Estimated Costs:

Purchase of Land _____	\$ _____	
Planning and Design Services _____	_____	
New Construction _____	_____	50,000.00
Additions / Renovations _____	_____	
Repair _____	_____	
Debt Payment / Bond Payment _____	_____	
<b>TOTAL _____</b>	<b>\$ _____</b>	<b>50,000.00</b>

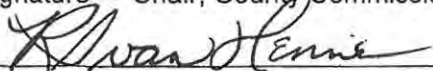
Estimated Project Beginning Date: August 2016 Est. Project Completion Date: January 2017

We, the undersigned, agree to submit a statement of state monies expended for this project within 60 days following completion of the project.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project, and request release of \$ 50,000.00 from the Public School Building Capital Fund (Lottery Distribution). We certify that the project herein described is within the parameters of G.S. 115C-546.

(Signature — Chair, County Commissioners)

(Date)



8-8-16

(Signature — Chair, Board of Education)

(Date)

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**AGENDA ITEM 4:**

**WATAUGA COUNTY SCHOOLS MATTERS**

*C. Superintendent Update*

**MANAGER'S COMMENTS:**

Dr. Scott Elliott, Watauga County School Superintendent, will provide an update on school matters. The report will be for information only; therefore, no action is required.

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**AGENDA ITEM 5:**

**SOLID WASTE MATTERS**

**MANAGER'S COMMENTS:**

Mr. Bob Lee will discuss solid waste fees.

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**AGENDA ITEM 6:**

**HIGH COUNTRY CHAPTER OF THE MILITARY OFFICERS ASSOCIATION OF AMERICA (MOAA) REQUEST**

**MANAGER'S COMMENTS:**

Mr. John Alley and Mr. George Brudzinski will request financial assistance from the County regarding the construction of a new veteran's memorial. The proposed site for the new memorial is adjacent to the Boone Town Hall.

Staff seeks direction from the Board.

## **Watauga County Veterans' Memorial**

Our MOAA Chapter members realized that our County does not have a Memorial to recognize and pay tribute to our Veterans. We are proud to announce a major project to establish a Veterans' Memorial in downtown Boone, NC.

Our purpose is to create a unique and memorable Memorial to reflect the dedication, patriotism and sacrifice our citizens have made in the defense and preservation of the freedoms we have today. Thanks to the generosity of the Town of Boone Mayor and Town Council, a site adjacent to Town Hall on King Street, has been set aside for the location of the Watauga County Veterans' Memorial. This location will provide the highest visibility to our citizens, students and our visitors.

We need and ask for your generous support in providing funds to establish the Memorial. We will create a Memorial that will reflect the traditions of the High Country and our dedication to the men and women who served our Country in all branches of the Armed Forces from the Revolutionary War to the current conflicts.

Please consider helping us make this project a reality.

### **Donations may be made to:**

Watauga County Veterans' Memorial Fund  
c/o High Country MOAA  
P O Box 3312  
Boone, NC 28607

**AGENDA ITEM 7:**

**FOOD HUB UPDATE**

**MANAGER’S COMMENTS:**

Ms. Carol Coulter, Blue Ridge Women in Agriculture (BRWIA), and Mr. Jim Hamilton, Cooperative Extension Director, will provide an update on the Food Hub. The report is for information only; therefore, no action is required.

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**AGENDA ITEM 8:**

**RURAL OPERATING ASSISTANCE PROGRAM (ROAP) GRANT APPLICATION REQUEST**

**MANAGER'S COMMENTS:**

Mr. Craig Hughes will request the Board approve the Rural Operating Assistance Program (ROAP) grant application for FY 2016. Watauga County was awarded \$157,894 which does not require a local match.

Board action is required to approve the Rural Operating Assistance Program (ROAP) grant application for FY 2016.



## WATAUGA COUNTY FINANCE OFFICE

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814 West King St., Room 216 - Boone, NC 28607 - Phone (828) 265-8007 Fax (828) 265-8006

### MEMORANDUM

**TO: Deron Geouque, County Manager**  
**FROM: Margaret Pierce, Finance Director**  
**SUBJECT: ROAP Grant Certification and Application for FY 2016-17**  
**DATE: August 24, 2016**

Attached please find the annual Rural Operating Assistance Program grant application and certification. Watauga has been allocated \$157,894 for Fiscal Year 2016-17, an increase of \$15,551 over last year. No County dollars are used to match the RGP funds; fares charged for rural route services or other AppalCART funds are used as the match. Elderly and Disabled funds and Employment funds do not require a match.

The NCDOT released the application on August 8 with a deadline of August 22, not realizing numerous counties and transportation agencies could not meet the required board approval processes within this timeframe. A conference call was held after which the deadline was extended to September 7 for final submission.

Craig Hughes, AppalCART Transportation Director, and I will be available to answer any questions the Board may have on this application.

Board approval is requested.

# Application for Transportation Operating Assistance

## *FY2017 Rural Operating Assistance Program Funds*

<b>Name of Applicant (County)</b>	Watauga
<b>County Manager</b>	Deron T Geouque
County Manager's Email Address	deron.geouque@watgov.org
<b>County Finance Officer</b>	Margaret Pierce
CFO's Email Address	margaret.pierce@watgov.org
CFO's Phone Number	828-265-8007
<b>Person Completing this Application</b>	Margaret Pierce
Person's Job Title	Finance Director, Watauga County
Person's Email Address	margaret.pierce@watgov.org
Person's Phone Number	828-265-8007
<b>Community Transportation System</b>	AppalCART
Name of Transit Contact Person	Craig Hughes
Transit Contact Person's Email Address	director@appalcart.com

Application Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**I certify that the content of this application is complete and accurately describes the county's administration of the ROAP Program, and the use of the ROAP funds in accordance with applicable state guidelines. I certify and understand that if the quarterly milestone reports are not submitted on or before the due dates that ½ of 1 percent per business day, beginning the day after the due date until the date the report is received, will be deducted from the following quarter's disbursement. I certify and understand that any quarterly unspent funds will be deducted from the following quarter's allocation and the total amount of unspent funds at the end of the period of performance will be deducted from the following year's allocation.**

County Manager: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

County Finance Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

## Application Instructions

**County officials should read the ROAP Program Administration Guide which contains guidance on the administration of the ROAP Program and information about the preparation of grant applications.**

- The application must be completed by an official of the county or his/her designee.
- Click on the **gray rectangle** and type each answer. If necessary, the text will automatically wrap to the next row. The answer may wrap to the next page if necessary.
- If the county wishes to explain their response to any questions or provide more information, the county may include additional pages with this application form. All the pages of the application and any pages added by the applicant should be scanned into the same file.
- If there are questions regarding this application, contact the NCDOT-PTD Mobility Development Specialist assigned to the area served by the transit system.

### FY2017 ROAP Program Schedule

<b>Application Deadline</b>	<b>August 22, 2016</b>
Quarter 1 Disbursement	September 15, 2016
Quarter 1 Milestone Report due	October 31, 2016
Quarter 2 Disbursement	December 15, 2016
Quarter 2 Milestone Report due	January 31, 2017
Quarter 3 Disbursement	March 15, 2017
Quarter 3 Milestone Report due	April 30, 2017
Quarter 4 Disbursement	May 15, 2017
Quarter 4 Milestone Report due	July 31, 2017

### County’s Management of ROAP Funds

County governments or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with municipalities or counties served) are the only eligible applicants for ROAP funds. As a recipient of ROAP funds, the county must implement administrative processes that will ensure the following:

- ROAP funds are expended on needs identified through a public involvement and/or planning process
- ROAP funds are expended on only eligible activities
- Supporting documentation of expenditures is maintained
- Service recipients meet eligibility requirements and their eligibility is documented
- Trips funded with ROAP funding are monitored and evaluated throughout the period of performance
- An accounting of trips and expenditures is provided in quarterly reports to NCDOT
- ROAP funds received and expended are included in the local annual audit

Transportation Needs and Public Involvement in Funding Decisions	Yes	No
A. Did the county ask the Community Transportation Advisory Board (TAB), which is affiliated with the Community Transportation System, to recommend how the ROAP funds should be sub-allocated?		<b>X</b>
B. Were outreach efforts conducted to inform agencies about the availability of ROAP funds and to discuss transportation needs BEFORE the county decided how to sub-allocate the ROAP funds?		<b>X</b>
C. Is the method used to sub-allocate the ROAP funds fair and equitable? Open and transparent?	<b>X</b>	



<b>Financial Management of ROAP Funds</b>	<b>Yes</b>	<b>No</b>
D. Does the county pass through any ROAP funds to agencies or organizations that are not county governmental departments or agencies?	X	
E. If yes, does the county have a written agreement with these agencies that addresses the proper use, return and accountability of these funds? <i>(Include a sample agreement with application)</i>		X
F. Do any of the organizations or departments receiving ROAP funds plan to use private transit contractors to provide the ROAP funded trips? <i>(Their procurement practices will need to meet all federal and state requirements for procurement of professional services.)</i>		X
G. Are ROAP funds being deposited in an interest bearing account?		X
H. Does the county provide any local funds for transportation operating assistance to any of the ROAP sub-recipients in addition to the state ROAP funds?	X	
I. Is supporting documentation maintained for all ROAP grant financial transactions for five years? <b>IMPORTANT: Yes is the only correct answer.</b>	X	
<b>Monitoring and Oversight Responsibilities</b>	<b>Yes</b>	<b>No</b>
J. Does the county require the subrecipients of ROAP funds to provide progress reports and statistical data about the trips provided with ROAP funds?	X	
K. If progress reports and/or operating statistical reports are required by the county, how frequently are these provided to the county for evaluation? MONTHLY		
L. Does the county require the subrecipients of ROAP funds to use the coordinated transportation services of the federally funded Community Transportation System operating in the county?		X
<b>Accountability to North Carolina Taxpayers</b>	<b>Yes</b>	<b>No</b>
M. Is the county prepared to provide documentation that an eligible citizen was provided an eligible service or trip on the billed date, by whatever conveyance, at the specified cost?	X	

## Elderly and Disabled Transportation Assistance Program

The Elderly and Disabled Transportation Assistance Program (EDTAP), originally enacted by legislation in the 1989 Session of the North Carolina General Assembly (Article 2B, 136-44.27), provides operating assistance funds for the transportation of the state’s elderly and disabled citizens. This transportation assistance allows the elderly and disabled to reside for a longer period in their homes, thereby enhancing their quality of life.

Organizations or Departments Receiving EDTAP Funds	How will the transportation services be provided	Name of Transportation Provider	EDTAP Suballocation	Estimated One Way	Avg. Cost of
<b>Wat Co DSS</b>	<b>Community Transit</b>	<b>AppalCART</b>	<b>\$ 36533</b>	<b>1500</b>	<b>\$ 24.35</b>
<b>Wat Co Proj on Aging</b>	<b>Community Transit</b>	<b>AppalCART</b>	<b>\$ 24000</b>	<b>3000</b>	<b>\$ 8</b>
<b>Watauga Opportunities</b>	<b>in house</b>	<b>n/a</b>	<b>\$ 602</b>	<b>251</b>	<b>\$ 2.40</b>
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 61135</b>	<b>4751</b>	

**Elderly and Disabled Transportation Assistance Program Questions**

<p>N. What will be the purposes of the trips provided with EDTAP funds? <i>(Check all that apply)</i></p> <p> <input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking  <input type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes  <input type="checkbox"/> Transportation to workplace  <input checked="" type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.)  <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit)  <input checked="" type="checkbox"/> Human service agency appointments                 </p>		
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Elderly and Disabled Transportation Assistance Program Questions (con't)	Yes	No
<p>O. Does the federally funded Community Transportation System operating in your county receive a sub-allocation of EDTAP funds?</p>		<b>X</b>
<p>P. Will any of the subrecipients use their EDTAP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i></p> <p style="padding-left: 40px;">                     5310 – Elderly Individuals and Individuals with Disabilities Program                      5311 - Non-urbanized Area Formula Program                      5316 – Job Access and Reverse Commute Program (JARC)                      5317 – New Freedom Program                 </p>		<b>X</b>
<p>Q. Will any of the subrecipients of EDTAP funds charge a fare for an EDTAP funded trip?</p>		x
<p>R. EDTAP funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?</p>		x

## Employment Transportation Assistance Program

The Employment Transportation Assistance Program (EMPL) is intended to help DSS clients that transitioned from Work First or TANF in the last 12 months, Workforce Development Program participants and/or the general public to travel to work, employment training and/or other employment related destinations.

Organizations or Departments Receiving EMPL Funds	How will the transportation services be provided	Name of Transportation Provider	EMPL Suballocation	Estimated One Way Trips	Avg. Cost of Trip
<b>Wat Opportunities</b>	<b>in house</b>	<b>n/a</b>	<b>\$ 13551</b>	<b>565</b>	<b>\$ 2.40</b>
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 13551</b>	<b>565</b>	
<b>Employment Transportation Program Questions</b>					
S. What will be the purposes of the transportation services provided with EMPL funds? <i>(Check all that apply)</i> <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input type="checkbox"/> Child(ren) of working parent transported to Child Care					
T. Describe the eligibility criteria to be used in this county to determine who will be provided EMPL funded trips. Client must show they have a barrier to employment involving transportation and that employment would enable self reliance.					

Employment Transportation Assistance Program Questions (con't)	Yes	No
U. Does the federally funded Community Transit System operating in your county receive a sub-allocation of EMPL funds?		x
V. Will any of the subrecipients of EMPL funds charge a fare for an EMPL funded trip?		x
W. Has the county transferred any EMPL funds to EDTAP or RGP in the last two years?		x
X. Will any of the subrecipients use their EMPL sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only.)</i> 5310 – Elderly Individuals and Individuals with Disabilities Program 5311 - Non-urbanized Area Formula Program 5316 – Job Access and Reverse Commute Program (JARC) 5317 – New Freedom Program		x
Y. EMPL funded trips are expected to be provided throughout the entire year. If the EDTAP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?		x

## Rural General Public Program

The Rural General Public Program assistance funds are intended to provide transportation services for individuals from the county who do not have a human service agency or organization to pay for the trip. The county, in consultation with the Community Transportation System, must determine the RGP services to be provided with the RGP funds. RGP funds are only available to Coordinated Transportation Systems offering general public transportation in the non-urbanized area of the county.

Organizations or Departments Receiving RGP Funds	How will the transportation services be provided	Name of Transportation Provider	RGP Suballocation	Estimated One Way Trips	Avg. Cost of Trip
<b>Appalcart</b>	<b>vans</b>	<b>Appalcart</b>	<b>\$ 83208</b>	<b>6815</b>	<b>\$ 12.21</b>
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
			\$		\$
<b>TOTAL</b>			<b>\$ 83208</b>	<b>6815</b>	

Rural General Public Transportation Program Questions		
Z. What will be the trip purposes of the transportation services provided with RGP funds? <i>(Check all that apply)</i>		
<input checked="" type="checkbox"/> Personal care activities, medical appointments, pharmacy pick-up, shopping, bill paying, meetings, classes, banking <input checked="" type="checkbox"/> Job interviews, job fair attendance, job readiness activities or training, GED classes <input checked="" type="checkbox"/> Transportation to workplace (Scheduled by the individual only. No agency scheduled trips.) <input checked="" type="checkbox"/> Child(ren) of working parent transported to child care <input type="checkbox"/> Group field trips/tours to community special events (Federal charter regulations apply to transit.) <input type="checkbox"/> Overnight trips to out-of-county destinations (Federal charter regulations apply to transit.) <input checked="" type="checkbox"/> Human service agency appointments		
AA. Will RGP trips be provided for citizens who need transportation but don't have a human service agency or organization to pay for the trip?	X	
Rural General Public Program Questions (con't)		
	Yes	No
AB. Since the subrecipient can only use RGP funds to pay for 90% of the cost of a trip, will the Community Transportation System use fare revenue to generate the local 10% match requirement for RGP funds?	X	
AC. Will RGP funded trips be coordinated on vehicles with human service agency trips?	X	
AD. Will the Community Transportation System use any of their RGP sub-allocation as matching funds for any of the following programs? <i>(Matching funds for operating assistance or purchase of service only)</i>		
5310 – Elderly Individuals and Individuals with Disabilities Program		X
5311 - Non-urbanized Area Formula Program		
5316 – Job Access and Reverse Commute Program (JARC)		
5317 – New Freedom Program		
AE. Is any part of the county in an urbanized area according to the 2010 census?		X
AF. RGP funded trips are expected to be provided throughout the entire year. If the RGP funds are expended in less than a year, will the county provide county funds to prevent the discontinuation of transportation trips?	X	

**CERTIFIED STATEMENT**  
**FY2017**  
**RURAL OPERATING ASSISTANCE PROGRAM**  
County of Watauga

**WHEREAS**, the state-funded, formula-based Rural Operating Assistance Program (ROAP) administered by the North Carolina Department of Transportation, Public Transportation Division provides funding for the operating cost of passenger trips for counties within the state;

**WHEREAS**, the county uses the most recent transportation plans (i.e. CCP, CTIP, LCP) available and other public involvement strategies to learn about the transportation needs of agencies and individuals in the county before determining the sub-allocation of these ROAP funds;

**WHEREAS**, the county government or regional public transportation authorities created pursuant to Article 25 or Article 26 of Chapter 160A of the General Statutes (upon written agreement with the municipalities or counties served) are the only eligible recipients of Rural Operating Assistance Program funds which are allocated to the counties based on a formula as described in the Program Guidelines included in the ROAP State Management Plan. NCDOT will disburse the ROAP funds only to counties and eligible transportation authorities and not to any sub-recipients selected by the county;

**WHEREAS**, the county finance officer will be considered the county official accountable for the administration of the Rural Operating Assistance Program in the county, unless otherwise designated by the Board of County Commissioners;

**WHEREAS**, the passenger trips provided with ROAP funds must be accessible to individuals with disabilities and be provided without discrimination on the basis of national origin, creed, age, race or gender (FTA C 4702.1A, FTA C 4704.1, Americans with Disabilities Act 1990); and

**WHEREAS**, the period of performance for these funds will be July 1, 2016 to June 30, 2017 regardless of the date on which ROAP funds are disbursed to the county.

**NOW, THEREFORE, by signing below, the duly authorized representatives of the County of Watauga North Carolina certify that the following statements are true and accurate:**

- The county employed a documented methodology for sub-allocating ROAP funds that involved the participation of eligible agencies and citizens. Outreach efforts to include the participation of the elderly and individuals with disabilities, persons with limited English proficiency, minorities and low income persons in the county's sub-allocation decision have been documented.
- The county will advise any sub-recipients about the source of the ROAP funds, specific program requirements and restrictions, eligible program expenses and reporting requirements. The county will be responsible for invoicing any sub-recipients for unexpended ROAP funds as needed.
- The county will monitor ROAP funded services routinely to verify that ROAP funds are being spent on allowable activities and that the eligibility of service recipients is being properly documented. The county will maintain records of trips for at least five years that prove that an eligible citizen was provided an eligible transportation service on the billed date, by whatever conveyance at the specified cost.
- The county will be responsible for monitoring the safety, quality and cost of ROAP funded services and assures that any procurements by subrecipients for contracted services will follow state and federal guidelines.
- The county will conduct regular evaluations of ROAP funded passenger trips provided throughout the period of performance.

- The county will only use the ROAP funds to provide trips when other funding sources is not available for the same purpose or the other funding sources for the same purpose have been completely exhausted.
- The county assures that the required matching funds for the FY2017 ROAP can be generated from fares and/or provided from local funds.
- The county will notify the Mobility Development Specialist assigned to the county if any ROAP funded services are discontinued before the end of the period of performance due to the lack of funding. No additional ROAP funds will be available.
- The county will provide an accounting of trips and expenditures in quarterly milestone reports to NCDOT – Public Transportation Division or its designee.
- Any interest earned on the ROAP funds will be expended for eligible program uses as specified in the ROAP application. The County will include ROAP funds received and expended in its annual independent audit on the schedule of federal and state financial assistance. Funds passed through to other agencies will be identified as such.
- The county is applying for the following amounts of FY2017 Rural Operating Assistance Program funds:

State-Funded Rural Operating Assistance Program	Allocated	Requested
Elderly & Disabled Transportation Assistance Program (EDTAP)	61135	61135
Employment Transportation Assistance Program (EMPL)	13551	13551
Rural General Public Program (RGP)	83208	83208
<b>TOTAL</b>	<b>157894</b>	<b>157894</b>

**WITNESS my hand and county seal, this 6 day of September, 2016.**

\_\_\_\_\_  
Signature of County Manager/Administrator

\_\_\_\_\_  
Signature of County Finance Officer

\_\_\_\_\_  
Printed Name of County Manager/Administrator

\_\_\_\_\_  
Printed Name of County Finance Officer

State of North Carolina County of Watauga



**AGENDA ITEM 9:**

**PLANNING BOARD REPORT REGARDING MOUNTAIN VIEW SPEEDWAY**

**MANAGER'S COMMENTS:**

Mr. Ric Mattar, Planning Board Chairman, will update the Board regarding the review of the County Noise Ordinance. The Board requested the Planning Board consider the potential use of decibel meters in the enforcement of the ordinance. The Planning Board reviewed the Noise Ordinance and at this time is recommending no changes. Mr. Mattar will be present to answer questions.

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**AGENDA ITEM 10:**

**SANITATION MATTERS**

***A. Bid Award Request for Front Loading Trash Truck***

**MANAGER'S COMMENTS:**

Mr. J.V. Potter, Operations Service Director, will present bids for a new front loading trash truck. Eight (8) bids were received with Carolina Environmental submitting the lowest responsive bid in the amount of \$229,989. Four other companies submitted lower bids but did not meet the required specifications.

Adequate funds have been budgeted to cover the requested purchase. Staff recommends the Board award Carolina Environmental the bid for a new front loading trash truck in the amount of \$230,995 which includes tax and tag fees.

**MEMO****SANITATION DEPARTMENT****August 18, 2016****T0: Deron Geouque, County Manager****From: JV Potter, OSD****Re: Bids for Front Loading Trash Truck**

On August 8, 2016 we had a bid opening for a new Front Loading Trash truck and all of the bids are listed below. A number of the bids did not meet our specifications. Considering we have had exceptional service from the Peterbilt trash truck with the Heil body, that is our recommendation. Upon Board approval, we would like to recommend the bid be awarded to Carolina Environmental Systems in the amount of \$229,989.00. There are sufficient funds in the Sanitation Department's budget to cover the cost of the trash truck.

**Bid Tabulation            8-Aug-16**

<b><u>2017 Front Loading Trash Truck</u></b>	<b><u>Amount</u></b>
Nu Life Environmental- Peterbilt/ Wayne	\$ 222,234.00
Cavalier Equipment- Mack/EZ Pack	\$ 222,480.00
Amik Equipment- Peterbilt/ New Way	\$ 225,028.00
Transource-Mack/Heil	\$ 225,361.85
<b>Carolina Environmental- Peterbilt/Heil</b>	<b>\$ 229,989.00</b>
Cavalier Equipment- Peterbilt/EZ Pack	\$ 231,489.00
Amik Equipment- Autocar/New Way	\$ 256,622.00
Cavalier Equipment-Autocar/EZ Pk	\$ 263,083.00

Please advise.

**AGENDA ITEM 10:**

**SANITATION MATTERS**

***B. Bid Award Request for Used Road Tractor***

**MANAGER'S COMMENTS:**

Mr. J.V. Potter, Operations Service Director, will present quotes for a used road tractor for hauling recyclables. Four (4) quotes were received with Piedmont Peterbilt LLC submitting the lowest responsive quote in the amount of \$60,000. Two other companies submitted lower quotes but these vehicles had substantially more mileage.

Adequate funds have been budgeted to cover the requested purchase. Staff recommends the Board award the purchase to Piedmont Peterbilt LLC for a used road tractor in the amount of \$61,006 which includes tax and tag fees.

## MEMO

## SANITATION DEPARTMENT

August 25, 2016

To: Deron Geouque, County Manager

From: JV Potter, OSD

Re: Quotes for Used Road Tractor

I have received four quotes for the purchase of a used road tractor for hauling recyclables. This road tractor will replace the 94 Kenworth with 669,900 miles. The quotes are listed below and I would like to recommend the Board approve the purchase of the 2011 Peterbilt in the amount of \$60,000.00. There are sufficient funds in the Sanitation Department's budget to cover the cost of the vehicle.

<b>Make &amp; Model</b>	<b>Year</b>	<b>Mileage</b>	<b>Amount</b>
1) Peterbilt Model 388	2011	225,000	\$ 60,000
2) Kenworth T-800	2010	320,000	\$ 59,750
3) Freightliner Cascadia	2012	369,000	\$ 54,900
4) Mack /Transource	2013	423,068	\$61,000.00

Please advise.

**AGENDA ITEM 10:**

**SANITATION MATTERS**

*C. Proposed Renewal of Brush Grinding Contract*

**MANAGER'S COMMENTS:**

Mr. J.V. Potter, Operations Service Director, will request the Board approve a bid with Superior Mulch in the amount of \$18.24 per ton for brush grinding. This is the same price the County is currently paying. Adequate funds have been budgeted to cover the contract expense.

Board action is required to approve the contract with Superior Mulch for the grinding of brush at a rate of \$18.24 per ton for Fiscal Year 2016-2017.

# MEMO

# SANITATION

August 15, 2016

To: Deron Geouque, County Manager

From: JV Potter, OSD

Re: Renewal of Brush grinding Contract

Our brush contractor for FY 15/16, Superior Mulch has agreed to renew the brush grinding contract at the same price per ton (\$18.24) again this fiscal year. Based on the quality of service received from this contractor, we would have no problem renewing the contract for FY 16/17.

Upon Board approval, we would like to enter into another contract with Superior Mulch as soon as possible. There are sufficient funds within Sanitation Department's budget to cover the cost of the brush grinding.

Please advise.



This instrument drawn by: Eggers, Eggers, Eggers and Eggers, PLLC,  
Attorneys at Law, Boone, North Carolina 28607

STATE OF NORTH CAROLINA

CONTRACT

COUNTY OF WATAUGA

THIS AGREEMENT, made and entered into this the 30 day of August, 2016, by and between Superior Mulch, LLC, a Tennessee Corporation (hereinafter referred to as "Superior") and Watauga County (hereinafter "County");

The County, being in need of processing green waste materials at the Watauga County landfill produced by the citizens of Watauga County. Whereas, Superior Mulch, LLC is a Tennessee Limited Liability Corporation which has produced the lowest responsive bid and has to work on this project to completion and to represent and advocate for the County's interests among subcontractors, contractors and suppliers in the work as described more specifically below.

WHEREAS, the County, in order to reduce its operational costs and to improve its services to the general public is in need of processing green waste materials from its sanitary landfill site;

WHEREAS, Watauga County received bids for the project and evaluated those bids according to the requires of those bids for responsiveness;

WHEREAS, Superior was the lowest responsive bidder;

WHEREAS, the purpose of this contract is for Superior to work on this project to completion and to represent and advocate for the County's interests in the contract proposal and bid documents;

NOW THEREFORE, the County and Superior, in mutual consideration of the terms and conditions set forth herein, and upon the recitals set forth above, the parties agree as follows:

#### **A. General Terms**

(1) In consideration of the payments to be made to the Contractor pursuant to this contract, Contractor agrees to and shall provide brush grinding services to County, as hereinafter identified and provided.

(2) The brush grinding service to be provided by Contractor to County shall, in addition to actual brush grinding and/or removal services include all labor, materials, supplies and services as are necessary to provide and complete the services contemplated by this agreement, all of which shall be provided and maintained at Contractor's sole expense. **Contractor must perform this work using either a tub grinder or a horizontal grinder.**

(3) All work performed by Contractor under this contract shall be



performed in a timely and workmanlike manner with minimal disturbance to persons or property. All work shall be performed to the satisfaction of the County.

(4) Contractor shall be solely responsible and liable for the repair and restoration of any damage caused by it and/or its employees, servants or agents to private or public property, whether real or personal, at its sole expense. In the event Contractor fails to make such repair and/or restoration, County may perform such repair and/or restoration and the cost thereof shall be charged to and paid by Contractor or deducted from the payment due under this contract to Contractor.

(5) Contractor shall notify Watauga County's Recycling Director at the beginning of every day that they are performing any work on County's property.

(6) It shall be the sole responsibility of Contractor to notify the appropriate utility companies of any potential hazard encountered.

(7) Work shall commence within fifteen (15) calendar days after execution of the contract by the last party to sign. Grinding of all brush material shall be completed within ten (10) business days of the date Contractor begins grinding it. If the Contractor has bid and been awarded this contract under Option A, the Contractor shall remove all ground brush material within fifteen (15) business days of the date Contractor completes grinding operations.

#### B. Qualifications

(1) Contractor represents that it is a valid Tennessee corporation that is and has consistently been actively engaged in the field of brush grinding through the present time. Contractor further represents that it possesses the skill, experience, competence and financial ability to carry out and fulfill all of its duties and obligations under this contract in a timely and workmanlike manner.

(2) Contractor further represents and covenants that it shall not discriminate against any employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, height, weight, marital status or other legally protected status. It is understood and agreed by and between the parties that breach of this covenant may be regarded as a material breach of this contract.

(3) All persons employed by Contractor during the term of this contract who are assigned to perform any of the services to County as are contemplated herein shall be properly trained in brush grinding and/or removal and shall be properly supervised by the Contractor to assure that their work is performed in a professional and workmanlike manner.

(4) All work performed under this contract by Contractor shall be performed with minimal disturbance to or interference with the general public and/or the use and enjoyment of public and private property in the area.

#### C. Insurance and Indemnity

(1) Contractor shall carry public liability and property damage insurance



with limits of liability of not less than Five Hundred Thousand and 00/100 (\$500,000.00) Dollars, with County designated therein as a named insured; and provide proof thereof to County prior to the commencement of any work under this contract.

(2) Contractor shall carry and provide all workers compensation insurance coverage for its employees as is required by the laws of the State of North Carolina and provide proof thereof to County prior to the commencement of any work under this contract

(3) Contractor further agrees to and shall defend, indemnify and hold County harmless from any and all damages, claims, demands, causes of action, lawsuits, attorney fees and related expenses, as a result of actual or claimed personal injury, including death, property damage or other damage or loss of any kind or nature which are or are claimed to be a proximate result of the negligence, gross negligence or intentional acts or omissions of the Contractor, its agents, servants and/or employees, or any other person, or which otherwise arise or are claimed to have arisen out of the use of any equipment or the performance of any work under this contract by or at the direction of Contractor, its agents, servants and/or employees, or any other person, whether or not such damages or injuries, including death, are caused in part by the negligence of County, its employees, agents, servants, or representatives; provided, however, that Contractor shall not be obligated to indemnify County for any damages or injuries, including death, caused by or resulting from the sole negligence of County.

#### D. Payment

(1) County agrees to and shall pay for its services under this contract, subject to and dependent on Contractor's compliance with and fulfillment of all of its covenants and promises to County hereunder, the total contract price of **\$18.24 per ton** which the parties agree includes all North Carolina sales and use taxes currently imposed by legislative enactment and as administered by the North Carolina Department of Revenue each of which such taxes Contractor shall pay when and as due and from which Contractor shall defend, indemnify, and hold County harmless.

(2) Upon receipt County Recycling Center staff shall inspect the work and, if determined to be satisfactory, shall authorize payment of the invoice in the ordinary course of business.

#### E. Independent Contractor

(1) It is further agreed and acknowledged by the parties that Contractor is an independent contractor and that neither it nor any of its employees, agents, servants or representatives are employees of County.

(2) It is further agreed that Contractor is solely responsible for the management, direction, scheduling, oversight, discipline, training and compensation of its employees and the work they perform, as well as for the provision of all tools, equipment and supplies required to fulfill the Contractor obligations under this contract.



## **F. Entire Agreement**

(1) This contract, together with the bid specifications and bidding instructions, and bid submitted by Contractor, constitutes the entire agreement between the parties and supersedes and merges all prior representations into its terms.

(2) The parties acknowledge that there are no other representations, inducements, promises or agreements between them, whether oral or written.

(3) In case of conflict between this contract and the bid specifications, bidding instructions and/or brush grinding and or removal bid submitted by Contractor or any other claimed agreement, representation, inducement, promise or agreement, the terms and provisions of this contract shall control and be binding upon the parties.

(4) Contractor acknowledges and agrees that all documents that it has provided or hereafter provides to County in connection with or regarding its bid, this contract, its performance and compensation are subject to disclosure under the Freedom of Information Act and Contractor hereby expressly consents to the City's reproduction and release of such documents, in whole or in part, in response to a Freedom of Information Act request.

## **G. Termination**

(1) County may terminate this contract without further obligation or liability to Contractor at its option and without prejudice to any other remedies to which it might be entitled, whether in law, in equity, under this contract, or otherwise, by giving written notice of termination to Contractor if the latter should:

- (a) be adjudged bankrupt;
- (b) become insolvent or have a receiver of its assets appointed;
- (c) make a general assignment for the benefit of creditors;
- (d) default in the performance of any obligation under this contract;
- (e) breach any covenant under this contract;
- (f) institute or suffer to be instituted any procedures for reorganization of its affairs;
- (g) fail to perform any of its obligations to County under this contract to County's satisfaction.

Notice of termination pursuant to the forgoing provisions shall be provided to Contractor in writing and shall be delivered by ordinary first class mail or personal service.

If Contractor fails to complete this contract within the specified time or due to any of the reasons listed above and County terminates the contract and retains a new contractor to complete the work that this contract contemplates, Contractor shall be liable to and shall reimburse County for the difference in the price between the newly acquired contractor's bid price and the Contractor bid price.

This contract is entered into in Watauga County, North Carolina, and



shall be construed in accordance with the laws of the State of North Carolina. The parties hereby agree that Watauga County, North Carolina is the exclusive venue for the resolution of any disputes arising as a result of this contract. If a dispute arises out of or relates to the Contract which cannot be resolved informally between the parties, the parties agree to conduct pre-litigation mediation, consistent with the rules of Mediated Settlement Conferences for the Superior Court of North Carolina, prior to the filing of any suit arising out of this Contract.

Superior shall be responsible for all administrative costs related to the project, including but not limited to the following:

a. Providing required number of plans and specifications for review for all agencies involved in the project;

b. Paying all cost of handling, mailing, etc., of plans and specifications to any sub-contractors of Superior;

c. Paying for all telephone calls, travel, administrative overhead cost and any other expense incurred by Superior;

d. Provide and maintain, at Superior's expense, such insurance as will protect Superior and the County from claims under the Workman's Compensation Act and such comprehensive general liability insurance as will protect the County and Superior from all claims for bodily injury, death, or property damage which may arise from the performance of Superior or by Superior's employees during the course of Superior's functions and services required under this Agreement, such insurance being in amounts of at least one million dollars (\$1,000,000.00) for general liability insurance per occurrence and workers compensation coverage of at least five hundred thousand dollars (\$500,000.00) per occurrence. Superior shall insure all materials and until completion of the project and final payment by County. Superior shall list Watauga County as an additional insured for the duration of this work. Copies of these policies shall be provided Watauga County's project manager, J.V. Potter.

All materials provided by Superior or any other party shall be free from liens, encumbrances, and claims of any individual, partnership, corporation, or entity.

Time is of the essence in the completion of this project.

Superior agrees to indemnify and hold harmless the County, of any and all liability arising from any breach of contract or any other action related to, or incidental to, the performance of this contract.

Superior warrants that all materials and workmanship shall be free from defects for no less than three years after completion of work or discovery, whichever comes later.

Superior warrants that all work will be completed in a workmanlike manner according to the highest standards and guaranteed to be free from



defect due to inferior installation or construction.

Watauga County shall not be responsible for incidental or consequential damages as a result of any breach of this contract, or for any Acts of God, fire, riot, war, civil unrest, or impossibility beyond the control of the County.

In event of termination, Superior shall receive payment for services rendered prior to the receipt of written termination notice from the County. Any work done by Superior and any materials delivered prior to termination shall become the property of the County.

In the event notices are to be sent to either party under this agreement, such notices will be sent to the following addresses by regular mail, with adequate postage attached thereto:

Watauga County  
Attn: County Manager  
815 West King Street  
Boone, NC 28607

Superior Mulch, LLC  
918 Buttermilk Road  
Blountville, TN 37617

Superior may contract with subcontractors for the completion of its work with prior approval by County. A copy of each subcontracting party's agreement shall be provided to Watauga County. Superior agrees that it shall be responsible for the work of its subcontractors as though it were performing each and every act itself in which the subcontractor engages, whether authorized by Superior or otherwise.

The County and Superior each bind themselves, their partners, successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party in respect to all covenants of this agreement. Neither the County nor Superior shall assign, sublet or transfer its interest in this agreement without the written consent of the other.

This agreement represents the entire and integrated agreement, between the County and Superior, and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written contract.

If any provision of this contract is unenforceable, invalid, or illegal, the remaining provisions will continue in full force and effect.

In the event that any incorporated documents conflict with the terms and conditions of this contract, the terms and conditions set forth in this document shall control.

IN WITNESS WHEREOF the parties have set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2016.



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

Jimmy Hodges, Chairman  
Watauga County Board  
of Commissioners

By: *Sarah B. Howell*  
Sarah B. Howell (print)  
Authorized Representative

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Clerk to the Board

By: \_\_\_\_\_  
Secretary of Superior Mulch, LLC

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

\_\_\_\_\_  
Margaret Pierce  
Watauga County Finance Officer

*Angie Heard 8-12-16*  
*my comm. exp. 9-28-16*



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**AGENDA ITEM 11:**

**REQUEST TO SCHEDULE A PUBLIC HEARING REGARDING FIRE DISTRICT CHANGES**

**MANAGER'S COMMENTS:**

Mr. Jeff Virginia, Emergency Services Director, will request a public hearing be set for Tuesday, September 20, 2016, at 5:30 P.M. to allow citizen comment on proposed fire district boundary changes.

Board action is required to schedule the public hearing.





# WATAUGA COUNTY

090616 BCC Meeting

## Department of Communications & Emergency Services

184 Hodges Gap Road Suite D ♦ Boone, North Carolina 28607 Phone (828) 264-3761

FAX (828) 265-7617

Jeff Virginia-Director

Email: [Jeff.Virginia@watgov.org](mailto:Jeff.Virginia@watgov.org)

### MEMO

Date: August 30, 2016  
To: Watauga County Board of Commissioners  
From: Jeff Virginia  
Ref: Fire District Change  
Cc: Deron Geouque

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Pursuant to NCGS 69-25.11, I wish to request a public hearing to be scheduled for the next available Board of Commissioners meeting in reference to the items listed below.

The attached maps and agreement between Beaver Dam Fire Department and Cove Creek Fire Department are for an area in the Beaver Dam Fire District that both Fire Chiefs have agreed to change for better service of the area affected. Currently Beaver Dam Fire Department serves the area but must travel into the Cove Creek District to access the residence, which can only be accessed from Laurel Creek Road, for fire protection.

Steve Sudderth will present this to the Board at the upcoming meeting.



I, Terry Guy, Chief, Beaver Dam Volunteer Fire Department, agree to give the following parcels, currently in the Beaver Dam Fire District, to the Cove Creek Volunteer Fire Department represented by Terry Combs, Chief. These two parcels are adjoining parcels with the same owner and are only accessible off of Mountain Springs off of Laurel Creek Road, both of which are currently in Cove Creek Volunteer Fire Department's fire district.

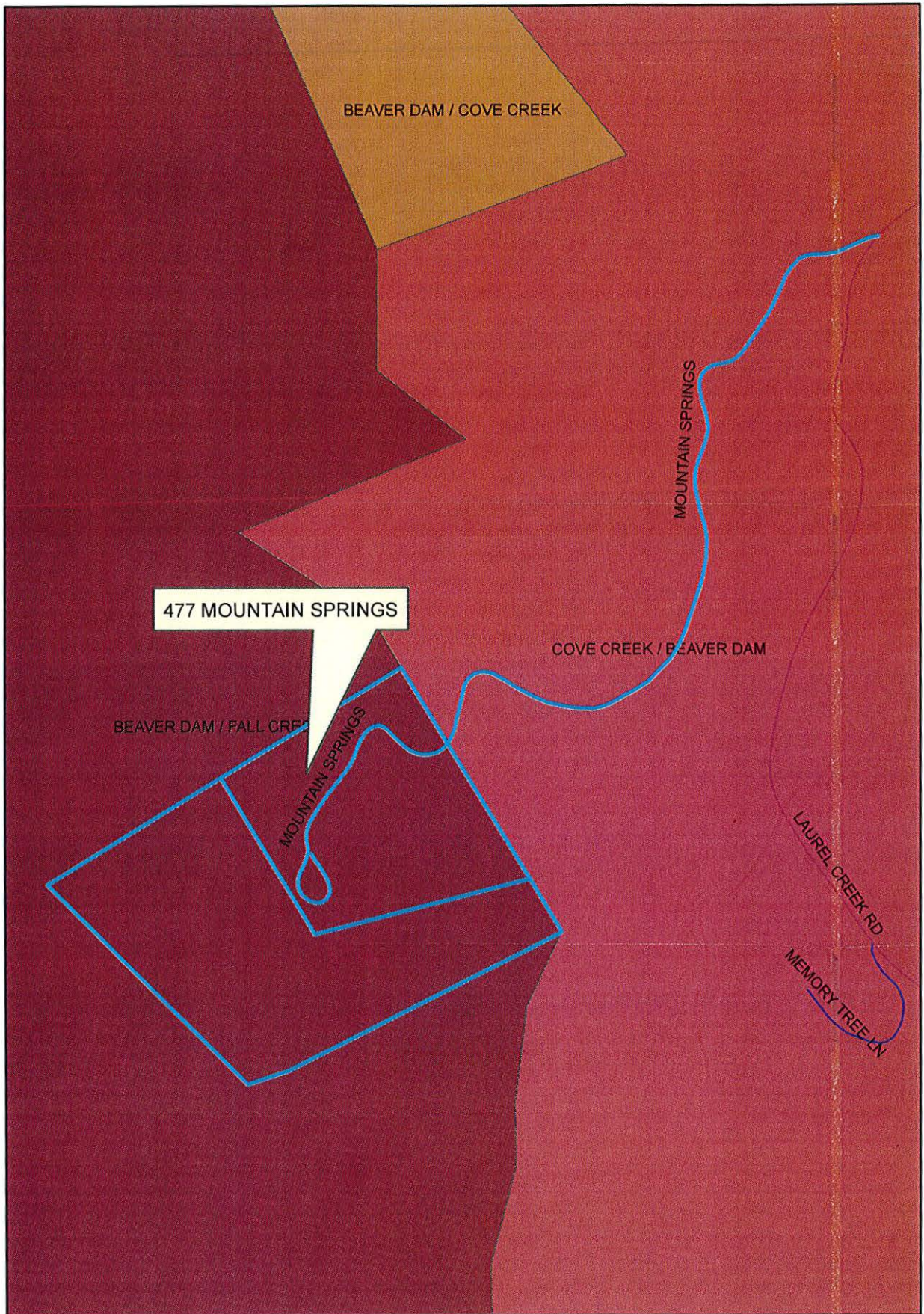
The two parcels to be moved from the Beaver Dam fire district to the Cove Creek fire district are as follows:

- 1952-40-9456-000 with a residence addressed at 477 Mountain Springs and
- 1952-40-6079-000.

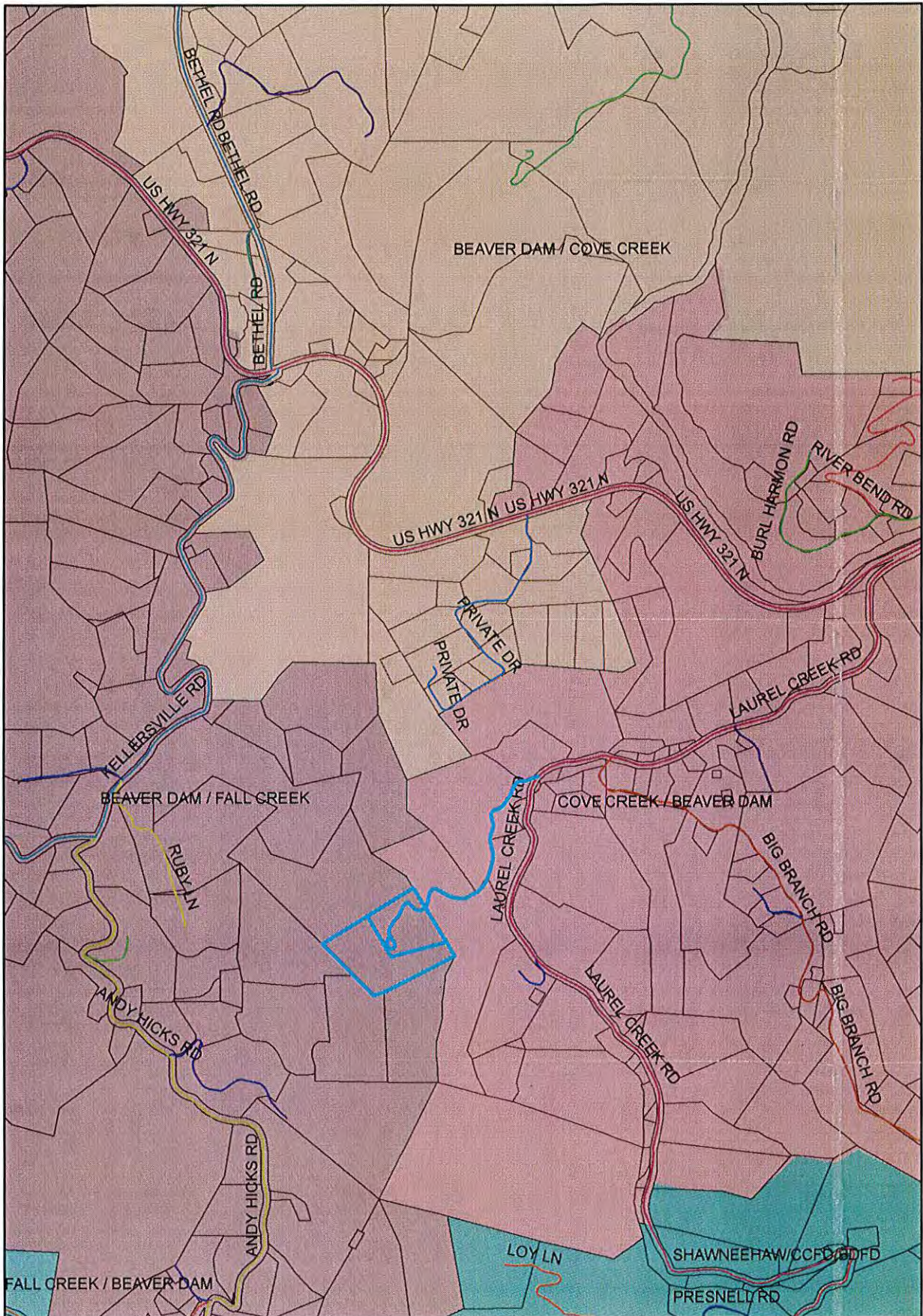
Terry Guy 8/29/16  
Terry Guy, Chief, Beaver Dam Volunteer Fire Department Date

Terry Combs 8/30/16  
Terry Combs, Chief, Cove Creek Volunteer Fire Department Date











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**AGENDA ITEM 12:**

**VEHICLE BID AWARD REQUEST**

**MANAGER’S COMMENTS:**

Mr. Robert Marsh, Maintenance Director, will present bids for two (2) new 2016 F250 4X4 trucks. One vehicle is for the Maintenance Department and the other is for the Sanitation Department. Three (3) bids were received with Ashe County Ford submitting the lowest responsive bid in the amount of \$49,054.32.

Adequate funds have been budgeted to cover the requested purchase. Staff recommends the Board award Ashe County Ford the bid for two (2) new 2016 F250 4X4 trucks in the amount of \$50,537.95 which includes tax and tag fees.



# WATAUGA COUNTY

## MAINTENANCE DEPARTMENT

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969 West King St., Boone, NC 28607 - Phone (828) 264-1430  
Fax (828) 264-1473

TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director *RM*

SUBJECT: 2016 Ford F250 Purchases

DATE: September 1, 2016

### BACKGROUND

The Maintenance and Sanitation Departments seek to replace two pick-up trucks that are in deteriorating condition. The purchases were requested and approved in the current FY 2016-17 Budget.

Bids were solicited for a 2016 F250 4X4 with an upgraded alternator and springs from several Ford dealers including: Boone Ford, Ashe County Ford, Asheville Ford, Capital Ford and Randy Marion Ford. Three dealers replied with bids for these vehicles:

Ashe County Ford	\$49,054.32
Piedmont Truck Center, Inc.	\$51,026.00
Asheville Ford Lincoln	\$49,827.40

### RECOMMENDATION

Staff recommends the bid be awarded to the low bidder, Ashe County Ford, for a bid amount of \$49,054.32.

2017 F-SERIES SD

Order No: 0001 Priority: J4 Ord FIN: QC495 Order Type: 5B Price Level: 725

Ord PEP: 600A Cust/Flt Name: WATUAGA CTY PO Number:

RETAIL		RETAIL	
F2B	F250 4X4 SD R/C \$35330	10000#	GVWR PKG
	142" WHEELBASE	425	50 STATE EMISS NC
Z1	OXFORD WHITE	47B	SNWPLW/CAMP PKG 245
A	VNYL 40/20/40	512	SPARE TIRE/WHL2 NC
S	MEDIUM EARTH GR		JACK
600A	PREF EQUIP PKG	67D	XTR HVY DTY ALT NC
	.XL TRIM		SP DLR ACCT ADJ
	.TRAILER TOW PKG		SP FLT ACCT CR
572	.AIR CONDITIONER NC		FUEL CHARGE ,
	.AM/FM STER/CLK	B4A	NET INV FLT OPT NC
996	.6.2L EFI V8 ENG NC		DEST AND DELIV 1195
44S	6-SPD AUTOMATIC NC		TOTAL BASE AND OPTIONS 36770
TD8	.LT245 BSW AS 17		TOTAL 36770
X37	3.73 REG AXLE NC		*THIS IS NOT AN INVOICE*
	JOB #1 BUILD		

F1=Help F2=Return to Order F3/F12=Veh Ord Menu  
F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC09782

*Bas Price # 24,527. <sup>16</sup>*

*Ashe County Fords*

*Mike Little*

*336-246-7183 ph.*

**2017 NORTH CAROLINA TERM CONTRACT 070A-Vehicles-Passenger, Truck, Van, SUV, Law Enforcement  
 OPTIONS LIST ITEM 9 F250 PICKUP  
 BID NO. 201500915**

**ITEM 9 -2017 FORD F250 PICK UP TRUCK REGULAR CAB 4X2  
 142"WHEELBASE XL PACKAGE**

**SERIES/OPTION      STATE PRICING**

STANDARD ITEMS: 10000 GVWR, COLOR: WHITE, 6.2L V-8 E85 FLEX FUEL GAS ENGINE, TorqShift-G Six-Speed Automatic w/SelectShift® Automatic, 3.73 ELECTRONIC LOCKING REAR AXLE, POWER EQUIPMENT GROUP-POWER WINDOWS/LOCKS, MIRRORS, CRUISE CONTROL, TILT STEERING WHEEL, AIR CONDITIONING, SPARE TIRE, AM/FM RADIO, STANDARD MIRRORS, ALL SEASON TIRES, HEAVY DUTY ALTERNATOR, LONG BED, 40/20/40 CLOTH (GRAY) SEATS, TRAILER TOW PACKAGE-TRAILER HITCH WITH 7&4 WAY TRAILER PLUG

**F2A-600A                      \$22,261.00**

**CREDITS**

40/20/40 VINYL SEATS  
 DELETE POWER EQUIPMENT GROUP  
 DELETE CRUISE CONTROL

AS                                      \$0.00  
 90L                                      -\$364.00  
 525                                      -\$100.00

**CAB CONFIGURATION**

4X4

B    \$3,384.00

**OTHER OPTIONS**

SNOW PLOW PACKAGE: Requires:

- 4x4
- Includes:
  - Computer selected springs for snowplow application
  - Extra Heavy-Duty Alternator (67D)

473                                      \$80.00

FACTORY TRAILER BRAKE CONTROLLER

52B                                      \$252.00

**Total for pickup & options**

**8.8.2016                      \$25,513.00**

Watauga County  
 Robert Marsh  
 828.264.1430bp robert.marsh@watgov.org





Asheville Ford Lincoln  
611 Brevard Rd., Asheville, North Carolina, 288062201  
Office: 828-253-2731 Fax: 828-258-6012

## Customer Proposal

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**Prepared for:**

Kelly Redmon  
Watauga County Sheriff

**Prepared by:**

Jeffrey Williams  
Office: 828-279-4933  
Email: [jwilliams@ashevilleford.com](mailto:jwilliams@ashevilleford.com)

**Date:** 08/09/2016

**Vehicle:** 2017 F-250 XL  
4x4 SD Regular Cab 8' box 142" WB SRW





Asheville Ford Lincoln  
611 Brevard Rd., Asheville, North Carolina,  
288062201  
Office: 828-253-2731

**2017 F-250, SD Regular Cab**  
4x4 SD Regular Cab 8' box 142" WB SRW  
XL(F2B)

## Table of Contents

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Pricing - Single Vehicle	5
Window Sticker	6



## Selected Options

Code	Description
<b>Base Vehicle</b>	
F2B	Base Vehicle Price (F2B)
<b>Packages</b>	
600A	Order Code 600A
<b>Powertrain</b>	
996	Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel
44S	Transmission: TorqShift-G 6-Spd Auto w/SelectShift
X37	3.73 Axle Ratio
STDGV	GVWR: 10,000 lb Payload Package
<b>Wheels &amp; Tires</b>	
TD8	Tires: LT245/75Rx17E BSW A/S PLUS (4)
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>
<b>Seats &amp; Seat Trim</b>	
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>
<b>Other Options</b>	
142WB	142" Wheelbase
PAINT	Monotone Paint Application
90L	Power Equipment Group <i>Deletes passenger-side lock cylinder. Includes upgraded door trim panel.</i> <i>Includes:</i> <ul style="list-style-type: none"> <li>- Accessory Delay</li> <li>- Trailer Tow Mirrors w/Power Heated Glass</li> <li>- Includes manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals.</li> <li>- Perimeter Alarm</li> <li>- Power Locks</li> <li>- Power Tailgate Lock</li> <li>- Power Front Seat Windows</li> <li>- Includes 1-touch up/down driver/passenger window.</li> <li>- Remote Keyless Entry</li> </ul>
473	Snow Plow Prep Package <i>Includes computer selected springs for snowplow application. NOTE: Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details.</i> <i>Includes:</i> <ul style="list-style-type: none"> <li>- Extra Heavy-Duty 200 Amp Alternator</li> </ul>
213	4x4 Electronic-Shift-On-The-Fly (ESOF) <i>Includes manual-locking hubs and auto rotary control on instrument panel.</i>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Asheville Ford Lincoln  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731

090616 BCC Meeting  
**2017 F-250, SD Regular Cab**  
 4x4 SD Regular Cab 8' box 142" WB SRW  
 XL(F2B)

## Selected Options (cont'd)

Code	Description
587	Radio: AM/FM Stereo <i>Includes digital clock and 4-speakers.</i>
<b>Emissions</b>	
425	50-State Emissions System
<b>Interior Colors</b>	
AS_04	Medium Earth Gray
<b>Primary Colors</b>	
Z1_01	Oxford White

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Kelly Redmon, Watauga County Sheriff  
 By: Jeffrey Williams Date: 08/09/2016 | Price Level: 725 Quote ID: 0809201608





Asheville Ford Lincoln  
 611 Brevard Rd., Asheville, North Carolina,  
 288062201  
 Office: 828-253-2731

090616 BCC Meeting  
**2017 F-250, SD Regular Cab**  
 4x4 SD Regular Cab 8' box 142" WB SRW  
 XL(F2B)

## Pricing - Single Vehicle

**MSRP**

### Vehicle Pricing

Vehicle Price	\$35,330.00
Options & Colors	\$1,185.00
Upfitting	\$0.00
Destination Charge	\$1,195.00

**Subtotal** \$37,710.00

### Pre-Tax Adjustments

**Description**

Fleet Concession	-\$8,800.00
DEALER DISCOUNT	-\$3,996.30

**Total** \$24,913.70

\_\_\_\_\_  
 Customer Signature

\_\_\_\_\_  
 Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Kelly Redmon, Watauga County Sheriff  
 By: Jeffrey Williams Date: 08/09/2016 | Price Level: 725 Quote ID: 0809201608



Asheville Ford Lincoln  
 611 Brevard Rd., Asheville, North Carolina, 288062201  
 Office: 828-253-2731

**2017 F-250, SD Regular Cab**  
 4x4 SD Regular Cab 8' box 142" WB SRW XL(F2B)

### Major Equipment

(Based on selected options, shown at right)

6.2L V-8 SOHC w/SMPI 385hp  
 TorqShift-G 6 speed automatic w/OD

- \* 4-wheel ABS
- \* Traction control
- \* Battery with run down protection
- \* Advance Trac w/Roll Stability Control
- \* Tinted glass
- \* Daytime running
- \* Variable intermittent wipers
- \* Dual front airbags w/passenger cancel
- \* SecuriLock immobilizer
- \* Message Center
- \* Steering-wheel mounted audio controls
- \* Front axle capacity: 6200 lbs.
- \* Front spring rating: 5600 lbs.
- \* Frame section modulus: 10.7 cu.in.
- \* Cab to axle: 56.1"

Exterior:Oxford White  
 Interior:Medium Earth Gray

- \* Brake assistance
- \* LT 245/75R17 E BSW AS S-rated tires
- \* Firm suspension
- \* Air conditioning
- \* AM/FM stereo with seek-scan
- \* Dual manual mirrors
- \* 17 x 7.5 steel wheels
- \* Driver and front passenger seat mounted side airbags
- \* Tachometer
- \* Reclining front split-bench seats
- \* Class V hitch
- \* Rear axle capacity: 6200 lbs.
- \* Rear spring rating: 6340 lbs.
- \* Frame Yield Strength 50000 psi

### Fuel Economy

City  
 N/A



Hwy  
 N/A

### Selected Options

	MSRP
STANDARD VEHICLE PRICE	\$35,330.00
Order Code 600A	N/C
Engine: 6.2L 2-Valve SOHC EFI NA V8 Flex-Fuel	Included
Transmission: TorqShift-G 6-Spd Auto w/SelectShift	Included
3.73 Axle Ratio	Included
GVWR: 10,000 lb Payload Package	Included
Tires: LT245/75Rx17E BSW A/S PLUS (4)	Included
Wheels: 17" Argent Painted Steel	Included
HD Vinyl 40/20/40 Split Bench Seat	Included
142" Wheelbase	STD
Monotone Paint Application	STD
Radio: AM/FM Stereo	Included
50-State Emissions System	STD
Power Equipment Group	\$915.00
Accessory Delay	Included
Trailer Tow Mirrors w/Power Heated Glass	Included
Perimeter Alarm	Included
Power Locks	Included
Power Tailgate Lock	Included
Power Front Seat Windows	Included
Remote Keyless Entry	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Kelly Redmon, Watauga County Sheriff  
 By: Jeffrey Williams Date: 08/09/2016 | Price Level: 725 Quote ID: 0809201608



Asheville Ford Lincoln  
611 Brevard Rd., Asheville, North Carolina, 288062201  
Office: 828-253-2731

**2017 F-250, SD Regular Cab**  
4x4 SD Regular Cab 8' box 142" WB SRW XL(F2B)

Snow Plow Prep Package	\$85.00
Extra Heavy-Duty 200 Amp Alternator	Included
4x4 Electronic-Shift-On-The-Fly (ESOF)	\$185.00
Oxford White	N/C
Medium Earth Gray	N/C
<hr/>	
SUBTOTAL	\$36,515.00
Destination Charge	\$1,195.00
<hr/>	
<b>TOTAL</b>	<b>\$37,710.00</b>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Kelly Redmon, Watauga County Sheriff  
By: Jeffrey Williams Date: 08/09/2016 | Price Level: 725 Quote ID: 0809201608

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**AGENDA ITEM 13:**

**REQUEST TO ACCEPT FY 2017 SENIOR HEALTH INSURANCE INFORMATION PROGRAM (SHIIP) GRANT/CONTRACT**

**MANAGER'S COMMENTS:**

Ms. Angie Boitnotte, Director of Project on Aging (POA), will request the Board accept the FY 2017 grant/contract for the Senior's Health Insurance Information Program (SHIIP). The grant is for \$2,596 and requires no County funds. The funds are used to provide assistance and outreach to low-income citizens.

Board approval is required to accept the Senior's Health Insurance Information Program (SHIIP) grant in the amount of \$2,596.



# Watauga County Project on Aging

132 Poplar Grove Connector, Suite A • Boone, North Carolina 28607

Website: [www.wataugacounty.org/aging](http://www.wataugacounty.org/aging) [angie.boitnotte@watgov.org](mailto:angie.boitnotte@watgov.org)

Telephone 828-265-8090 Fax 828-264-2060 TTY 1-800-735-2962 Voice 1-800-735-8262 or 711

## MEMORANDUM

**TO:** Deron Geouque, County Manager

**FROM:** Angie Boitnotte, Director

**DATE:** August 26, 2016

**SUBJ:** Request for Board of Commissioners' Consideration – Acceptance of the FY 2017 SHIIP Grant/Contract

The Project on Aging is eligible to receive a grant from the Senior's Health Insurance Information Program (SHIIP) which is a division of the North Carolina Department of Insurance. The grant amount is \$2,596 and does not require a local match.

The funds are to be used to conduct outreach events, provide open enrollment for Medicare Part D, coordinate a volunteer recognition event, provide counseling clinics, expand Low Income Subsidy (LIS) outreach and enrollment, and to cover the cost of the SHIIP Coordinator's attendance at the SHIIP Coordinator's Training Conference.

I recommend acceptance of these funds and will be present for questions or discussion.

STATE OF NORTH CAROLINA  
COUNTY OF WAKE

Grant Name: CDAP – State Health Insurance Assistance Program  
Federal Awarding Agency: US Department of Health & Human Services,  
Administration for Community Living

CFDA #	93.324	Fiscal Year:	2016-2017
Grant Award #	90sa0090-01-00	Performance Period:	07/01/16-06/30/17
Cost Center:	16001636g6	Award Amount \$	2596.00
Account #	536405	Federal Award Date:	03/24/16

Contract Between

**Recipient:**

State of North Carolina  
Department of Insurance  
SHIIP Division

**Subrecipient:**

Name: Watauga County  
County: Watauga  
Tax ID/FIN# 56-6001816  
DUNS # 89988216

This Contract and its attachments shall be completed and returned to the Recipient within 45 days of receiving the electronic document in order for the Recipient to process the award and provide funds to the Subrecipient. The Subrecipient shall provide the Recipient with progress reports and a final report detailing the Subrecipient's use of State funds.

1. **Contract Documents:** This Contract shall consist of the following documents, incorporated herein by reference:
  - (1) This Contract;
  - (2) General Terms and Conditions for Public Sector Contracts (Attachment A)
  - (3) Statement of Work (Attachment B)
  - (4) Line Item Budget and Budget Narrative (Attachment C)
  - (5) Certifications Regarding, Drug-Free Work-Place; Lobbying; and Debarment, Suspension and Other Responsibility Matters (Attachment D)
  - (6) Certification of Eligibility Under the Iran Divestment Act (Attachment E)

These documents constitute the entire agreement between the Parties and supersede all prior statements or agreements.

2. **Precedence Among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.
3. **Subrecipient's Duties:** The Subrecipient shall provide the services as described in Attachment B with the terms of this Contract and in accordance with the approved budget in Attachment C. The Subrecipient shall maintain and make available all records, papers, vouchers, books, correspondence or other documentation or evidence at reasonable times for review, inspection or audit by duly authorized officials of the Recipient, the North Carolina State Auditor, or applicable federal agencies. Upon termination of contract as a SHIIP Coordinating Site, any equipment or property less than five (5) years old purchased by Subrecipient with grant funds to perform SHIIP functions shall be returned to the Recipient in good working order. The



11. **Disbursements:** As a condition of this Contract, the Subrecipient acknowledges and agrees to make disbursements in accordance with the following requirements:
  - a. Implement adequate internal controls over disbursements;
  - b. Pre-audit all vouchers presented for payment to determine:
    - Validity and accuracy of payment;
    - Payment due date;
    - Adequacy of documentation supporting payment; and
    - Legality of disbursement;
  - c. Assure adequate control of signature stamps/plates;
  - d. Assure adequate control of negotiable instruments; and
  - e. Implement procedures to ensure that the account balance is solvent and reconcile the account monthly.
  
12. **Outsourcing:** The Subrecipient certifies that it has identified to the Recipient all jobs related to the Contract that have been outsourced to other countries, if any. Subrecipient further agrees that it will not outsource any such jobs during the term of this Contract without providing notice to the Recipient.
  
13. **Executive Order # 24:** NCGS 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.
  
14. **Audit:** The Recipient reserves the right to conduct an audit through the NCSMP Program Director. The Subrecipient must permit access to records and financial statements by the audit staff of Recipient as necessary.
  
15. **Federal Certifications:** The Subrecipient agrees to execute the following federal certifications that are attached to this agreement (applicable when receiving federal funds).
  - A. Certification Regarding Lobbying.
  - B. Certification Regarding Department.
  - C. Certification Regarding Drug-Free Workplace Requirements.

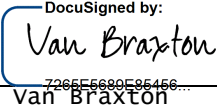
**16. Signature Warranty:** The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

**Subrecipient:**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**Division of SHIP,**

BY:  \_\_\_\_\_  
7265E5690E95456...  
Van Braxton


DATE: 08/19/2016

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**In Process**

**Contract is not executed until last signature is obtained.**

Reviewed by: 

Controller's Office Review:

## Attachment A General Terms and Conditions

### DEFINITIONS

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein.

- (1) "Recipient" (as used in the context of the definitions below) shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subagency of government. For other purposes in this Contract, "Recipient" shall mean the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Recipient to the Office of the State Auditor that states that the Subrecipient has met the reporting requirements established by this Subchapter and included a statement of certification by the Recipient and copies of the submitted Subrecipient reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the Recipient, Subrecipient, and subgrantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to

individuals for Medicare and Medicaid patient services.

- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by a Recipient, Subrecipient, or subgrantee to carry out activities whereby the grantor anticipates no programmatic involvement with the Subrecipient or subgrantee during the performance of the grant.
- (10) "Subrecipient" has the meaning in NCGS 143C-6-23(a)(2): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Subrecipient" shall mean the entity identified as one of the parties hereto.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in NCGS 143C-1-1(d)(18): Any of the following that is not a State agency: An individual, a firm, a partnership, an association, a county, a corporation, or any other organization acting as a unit. The term includes a unit of local government and public authority.
- (13) "Public Authority" has the meaning in NCGS 143C-1-1(d)(22): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or

collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal and State funds maintain their identity as they are subgranted to other organizations. Pursuant to NCGS 143C-6-23(a)(1), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.

- (17) "Subgrantee" has the meaning in NCGS 143C-6-23(a)(3): a non-State entity that receives a grant of State funds from a Subrecipient or from another subgrantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.
- (18) "Unit of Local Government" has the meaning in NCGS 143C-1-1(d)(29): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by NCGS 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

### Relationships of the Parties

**Independent Contractor:** The Subrecipient is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Subrecipient represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Recipient.

**Subcontracting:** The Subrecipient shall not subcontract any of the work contemplated under this Contract without prior written approval from the Recipient. Any approved subcontract shall be subject to all conditions of this Contract. Only the subcontractors or subgrantees specified in the contract documents are to be considered approved upon award of the contract. The Recipient shall not be obligated to pay for any work performed by any unapproved subcontractor or subgrantee. The Subrecipient shall be responsible for the performance of all of its subgrantees and shall not be relieved of any of the duties and responsibilities of this Contract.

**Subgrantees:** The Subrecipient has the responsibility to ensure that all subgrantees, if any, provide all information necessary to permit the Subrecipient to comply with the standards set forth in this Contract.

**Assignment:** No assignment of the Subrecipient's obligations or the Subrecipient's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may:

- (a) Forward the Subrecipient's payment check(s) directly to any person or entity designated by the Subrecipient, or
- (b) Include any person or entity designated by Subrecipient as a joint payee on the Subrecipient's payment check(s).

In no event shall such approval and action obligate the State to anyone other than the Subrecipient and the Subrecipient shall remain responsible for fulfillment of all contract obligations.

**Beneficiaries:** Except as herein specifically provided otherwise, this Contract shall inure to the benefit of and be binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, shall be strictly reserved to the Recipient and the named Subrecipient. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Recipient and Subrecipient that any such person or entity, other than the Recipient or the Subrecipient, receiving services or benefits under this Contract shall be deemed an incidental beneficiary only.

### Indemnity

**Indemnification:** The Subrecipient agrees to indemnify and hold harmless the Recipient, the State of North Carolina, and any of their officers, agents and employees, from any claims of third parties arising out of any act or omission of the Subrecipient in connection with the performance of this Contract.

### Default and Termination

**Termination by Mutual Consent:** The Parties may terminate this Contract by mutual consent with 60 days notice to the other party, or as otherwise provided by law.

**Termination Without Cause:** The Recipient may terminate this contract without cause by giving 60 days



written notice to the Contractor. In that event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Recipient, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made.

**Termination for Cause:** If, through any cause, the Subrecipient shall fail to fulfill its obligations under this Contract in a timely and proper manner, the Recipient shall have the right to terminate this Contract by giving written notice to the Subrecipient and specifying the effective date thereof. In that event, all finished or unfinished deliverable items prepared by the Subrecipient under this Contract shall, at the option of the Recipient, become its property and the Subrecipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Subrecipient shall not be relieved of liability to the Recipient for damages sustained by the Recipient by virtue of the Subrecipient's breach of this agreement, and the Recipient may withhold any payment due the Subrecipient for the purpose of setoff until such time as the exact amount of damages due the Recipient from such breach can be determined.

**Waiver of Default:** Waiver by the Recipient of any default or breach in compliance with the terms of this Contract by the Subrecipient shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Recipient and the Subrecipient and attached to the contract.

**Availability of Funds:** The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Recipient.

**Force Majeure:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

**Survival of Promises:** All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive

the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or state statutes of limitation.

**Health Insurance Portability and Accountability Act (HIPAA):** The Contractor agrees that, if the Recipient determines that some or all of the activities within the scope of this contract are subject to the Health Insurance Portability and Accountability Act of 1996, P.L. 104-91, as amended ("HIPAA"), or its implementing regulations, it will comply with the HIPAA requirements and will execute such agreements and practices as the Recipient may require to ensure compliance.

**Executive Order # 24:** "By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor ( i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who have a contract with a governmental agency; or have performed under such a contract within the past year; or anticipate bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and NCGS Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

### Intellectual Property Rights

**Copyrights and Ownership of Deliverables:** All deliverable items produced pursuant to this Contract are the exclusive property of the Recipient. The Subrecipient shall not assert a claim of copyright or other property interest in such deliverables.

## Compliance with Applicable Laws

**Compliance with Laws:** The Subrecipient shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

**Equal Employment Opportunity:** The Subrecipient shall comply with all federal and state laws relating to equal employment opportunity.

## Confidentiality

**Confidentiality:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Subrecipient under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of the Recipient. The Subrecipient acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract.

## Oversight

**Access to Persons and Records:** The State Auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with NCGS 147-64.7. Additionally, as the State funding authority, the Recipient and all applicable federal agencies or their agents shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.

**Record Retention:** Records shall not be destroyed, purged or disposed of without the express written consent of the Recipient. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues

which arise from it, or until the end of the regular five-year period described above, whichever is later.

## Miscellaneous

**Choice of Law:** The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Subrecipient, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

**Amendment:** This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Recipient and the Subrecipient.

**Severability:** In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

**Headings:** The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

**Time of the Essence:** Time is of the essence in the performance of this Contract.

**Key Personnel:** The Contractor shall not replace any of the key personnel assigned to the performance of this contract without the prior written approval of the Recipient. The term "key personnel" includes any and all persons identified as such in the contract documents and any other persons subsequently identified as key personnel by the written agreement of the parties.

**Care of Property:** The Subrecipient agrees that it shall be responsible for the proper custody and care of any property furnished to it for use in connection with the performance of this Contract and will reimburse the

Recipient for loss of, or damage to, such property. At the termination of this Contract, the Subrecipient shall contact the Recipient for instructions as to the disposition of such property and shall comply with these instructions.

**Travel Expenses:** Reimbursement to the Subrecipient for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be reimbursed under this Contract.

**Sales/Use Tax Refunds:** If eligible, the Subrecipient and all subgrantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to NCGS 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

**Advertising:** The Subrecipient shall not use the award of this Contract as a part of any news release or commercial advertising, except as allowed in Attachment B.

In Process

# Attachment B

For the period 07/01/16-06/30/17

## Statement of Work

**Subrecipient:** Watauga County

This statement should be a short summary describing what the Subrecipient does and how the Subrecipient will use these funds. The terms of the contract between the SHIIP office and the agencies require local programs meet these goals for the contract period. The uses of these funds are not limited to but **MUST** include the following activities:

1. Conduct a minimum of seven (7) dedicated enrollment events (counseling clinics)—one (1) must be dedicated to the disability population—during the period 10/15/16 through 12/7/16 and conduct two (2) or more counseling clinics during the period 1/1/17 through 2/14/17;
2. Initiate and develop a relationship with local Community Health Centers that support Medicare beneficiaries in your county;
3. Submit Client Counseling (CC) Contact and Public and Media (PAM) Outreach (NPR) forms by the 15th of the month following the counseling session or event through the SHIPtalk website;
4. Attend the Annual SHIIP Coordinators' Training Conference August 2 & 3, 2016; this is mandatory for all coordinators; all new coordinators are required to attend a special training beginning at 12:30 pm on August 1, 2016.
5. Conduct a minimum of two (2) presentations – at least one (1) New to Medicare or Medicare 101 presentation to the general public and one (1) Medicare Education presentation to a disability group or potential Extra Help group in your county; and represent SHIIP at a minimum of two (2) health fair/senior fair/special event utilizing local certified SHIIP counselors;
6. Reach out to 50 percent of the county's total population for activity events (PAM) and report in SHIPtalk;
7. Counsel 5 percent of the county's Medicare population (CC) and report in SHIPtalk;
8. Coordinate a county volunteer recognition event during the grant period; and
9. Participate in 75 percent of the monthly coordinator conference calls from July 2016 through June 2017.

**Subrecipient Response to Scope of work:**

The Project on Aging serves as the focal point for aging services in Watauga County. The agency is a department of County Government. Our mission is to encourage independence and promote wellness by providing supportive services to the county's older adults.

During this contract year we will hold regular counseling appointments during the Part D Open Enrollment Period and will also schedule appointments as needed throughout the contract year; we will conduct at least 7 dedicated enrollment events including at least one to the disability population; our counselors will submit Client Counseling (NPR) forms in a timely manner to the SHIP office in Raleigh or through the SHIPTalk website; our SHIP coordinating site will reach out to 50% of the county population for activity events and will counsel 5% of our county's Medicare populations; we will represent SHIP at a minimum of 2 health fair events by utilizing local certified SHIP counselors; and we will conduct at least two Medicare education classes, one for new to Medicare beneficiaries and one to a disability group population in our county. The SHIP coordinator will participate in at least 75% of the coordinator calls. We will continue our relationship with the local Community Health Center in our county. We will also hold a volunteer recognition event during the year. The coordinator did attend the SHIP conference in August.

In Process

# Attachment C

For the period 07/01/16-06/30/17

## Line Item Budget and Budget Narrative

Provide a budget and short narrative on the use of the funding amount reflected on the contract. Please provide details of all expenses including routine charges. These expenditures may include telephone, postage, salary, equipment purchases, internet services etc. Upon termination of contract as a SHIIP Coordinating Site, any equipment or property less than five (5) years old purchased by Subrecipient with grant funds to perform SHIIP functions shall be returned to the Recipient in good working order.

All budgets must be approved by the Recipient.

**Subrecipient Name:** Watauga County Award Amount: \$ 2596.00

All fields must be completed.

zero is an acceptable answer.

Must agree to the award amount.

Is this required by your local government?

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

Yes



Budget	Amount
Contractual	0.00
Construction	0.00
Supplies	1000.00
Equipment	1000.00
Other	496.00
Travel	100.00
Personnel	0.00
Fringe	0.00
<b>Total</b>	<b>2,596.00</b>

Written description of planned expenditures:

We will use available funds to: purchase table space to promote SHIIP open enrollment events; purchase computer supplies needed for meeting with SHIIP clients; compensate personnel who assist with SHIIP duties as needed; conduct at least seven dedicated enrollment events from October 15-December 7; contract with trained volunteers to provide one on one counseling assistance by appointment during designated days and hours; reimbursement travel for SHIIP appointments and for travel to outreach events/trainings; hold a volunteer recognition event for Watauga County SHIIP volunteers and provide a volunteer gift; conduct SHIIP outreach events in the community, including at least two health fairs and offer at least two Medicare education classes; purchase items to promote SHIIP.

**Attachment D**  
**Certifications Regarding, Drug-Free Work-Place; Lobbying; and**  
**Debarment, Suspension and Other Responsibility Matters**

**1. Drug-Free Work-Place**

The undersigned (authorized official) certifies that it will provide a drug-free workplace in accordance with the Drug-Free Work-Place Act of 1988, 45 CFR Part 76, subpart F. The certification set out below is a material representation of fact upon which reliance will be placed when awarding the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspensions or termination of grants or government wide suspension or debarment.

The Subrecipient certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about—
    - (1) The dangers of drug abuse in the workplace;
    - (2) The Subrecipient's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); above;
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - (1) Abide by the terms of the statement; and
    - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - (e) Notifying the Recipient, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to Recipient on whose grant activity the convicted employee was working.
- Notices shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above, with respect to any employee who is so convicted—
    - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
  - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

The Subrecipient certifies that, as a condition of the grant, it will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in conducting any activity with the grant.



## 2. Lobbying

Title 31 of the United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who request or received a Federal grants or cooperative agreement must disclose lobbying undertaking with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part93).

The undersigned (authorized official) certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, any officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant, loan or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, contracts and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## 3. Debarment, Suspension and Other Responsibility Matters

NOTE: In accordance with 45 CFR Part 76, amended June 26, 1995, any debarment, suspension, proposed debarment or other government wide exclusion initiated under the Federal Acquisition Regulation (FAR) on or after August 25, 1995, shall be recognized by and effective for Executive Branch agencies and participants as an exclusion under 45 CFR Part 76.

### (a) Primary Covered Transactions

The undersigned (authorized official) certifies to the best of his or her knowledge and belief, that the applicant, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (2) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (a)(2) of this certification; and

(4) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the applicant not be able to provide this certification, an explanation as to why should be placed under the assurances page in the application package.

**(b) Lower Tier Covered Transactions**

The applicant agrees by submitting this proposal that it will include, without modification, **the following clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transaction”** (Appendix B to 45 CFR Part 76) in all lower tier covered transactions (i.e., transactions with subgrantees and/or contractors) and in all solicitations for lower tier covered transactions:

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -- Lower Tier Covered Transactions**

(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

<b>Signature of Authorized Certifying Official</b>	<b>Title</b>
Subrecipient Name  Watauga County	<b>Date Submitted</b>

Attachment E

CERTIFICATION OF ELIGIBILITY

Under the Iran Divestment Act

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.\* requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: Watauga County Project on Aging

By: \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed Name Title

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx> and will be updated every 180 days. For questions about the Department of State Treasurer’s Iran Divestment Policy, please contact Meryl Murtagh at [Meryl.Murtagh@nctreasurer.com](mailto:Meryl.Murtagh@nctreasurer.com) or (919) 814-3852.

\* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 et seq., but has been renumbered for codification at the direction of the Revisor of Statutes.

All Participants: Enter any necessary notes throughout the process in the comments box below.  
Comments are not part of the contract.

In Process

# Attachment C

For the period 07/01/16-06/30/17

## Line Item Budget and Budget Narrative

Provide a budget and short narrative on the use of the funding amount reflected on the contract. Please provide details of all expenses including routine charges. These expenditures may include telephone, postage, salary, equipment purchases, internet services etc. Upon termination of contract as a SHIP Coordinating Site, any equipment or property less than five (5) years old purchased by Subrecipient with grant funds to perform SHIP functions shall be returned to the Recipient in good working order.

All budgets must be approved by the Recipient.

**Subrecipient Name:** Watauga County **Award Amount:** \$ 2596.00

All fields must be completed.

Zero is an acceptable answer.

Must agree to the award amount.

Is this required by your local government?

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

Yes

*Margaret [Signature]* 8/26/16

Budget	Amount
Contractual	0.00
Construction	0.00
Supplies	1000.00
Equipment	1000.00
Other	496.00
Travel	100.00
Personnel	0.00
Fringe	0.00
<b>Total</b>	<b>2,596.00</b>

Written description of planned expenditures:

We will use available funds to: purchase table space to promote SHIP open enrollment events; purchase computer supplies needed for meeting with SHIP clients; compensate personnel who assist with SHIP duties as needed; conduct at least seven dedicated enrollment events from October 15-December 7; contract with trained volunteers to provide one on one counseling assistance by appointment during designated days and hours; reimbursement travel for SHIP appointments and for travel to outreach events/trainings; hold a volunteer recognition event for Watauga County SHIP volunteers and provide a volunteer gift; conduct SHIP outreach events in the community, including at least two health fairs and offer at least two Medicare education classes; purchase items to promote SHIP.

**AGENDA ITEM 14:**

**TAX MATTERS**

*A. Monthly Collections Reports*

**MANAGER'S COMMENTS:**

Mr. Larry Warren, Tax Administrator, will present the Monthly Collections Reports for July and August and be available for questions and discussion.

The reports are for information only; therefore, no action is required.

**Monthly Collections Report****Watauga County**

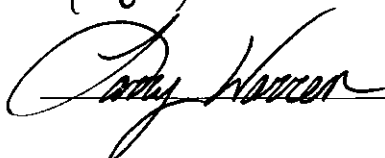
Bank deposits of the following amounts have been made and credited to the account of Watauga County. The reported totals do not include small shortages and overages reported to the Watauga County Finance Officer

Monthly Report July 2016

	<u>Current Month</u> <u>Collections</u>	<u>Current Month</u> <u>Percentage</u>	<u>Current FY</u> <u>Collections</u>	<u>Current FY</u> <u>Percentage</u>	<u>Previous FY</u> <u>Percentage</u>
<b><u>General County</u></b>					
Taxes 2016	55,625.96		55,625.96		
Prior Year Taxes	61,614.95		61,614.95		
Solid Waste User Fees	11,066.66		11,066.66		
Green Box Fees	821.50		821.50		
Total County Funds	<b>\$129,129.07</b>		<b>\$129,129.07</b>		
<b><u>Fire Districts</u></b>					
Foscoe Fire	783.38		783.38		
Boone Fire	2,041.23		2,041.23		
Fall Creek Service Dist.	76.99		76.99		
Beaver Dam Fire	715.36		715.36		
Stewart Simmons Fire	507.12		507.12		
Zionville Fire	815.80		815.80		
Cove Creek Fire	1,356.95		1,356.95		
Shawneehaw Fire	90.40		90.40		
Meat Camp Fire	389.26		389.26		
Deep Gap Fire	663.99		663.99		
Todd Fire	15.36		15.36		
Blowing Rock Fire	1,315.07		1,315.07		
M.C. Creston Fire	208.69		208.69		
Foscoe Service District	84.32		84.32		
Beech Mtn. Service Dist.	0.00		0.00		
Cove Creek Service Dist.	0.00		0.00		
Shawneehaw Service Dist	3.52		3.52		
	<b>\$8,990.45</b>		<b>\$8,990.45</b>		
<b><u>Towns</u></b>					
Boone	1,610.85		1,610.85		
Municipal Services	0.00		0.00		
Boone MV Fee	7.35		7.35		
Blowing Rock	0.00		0.00		
Seven Devils	0.00		0.00		
Beech Mountain	0.00		0.00		
Total Town Taxes	<b>\$1,618.20</b>		<b>\$1,618.20</b>		
Total Amount Collected	<b>\$139,737.72</b>		<b>\$139,737.72</b>		



Tax Collections Director



Tax Administrator

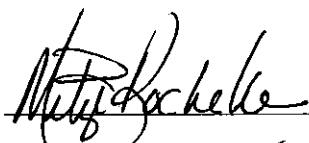


**Monthly Collections Report****Watauga County**

Bank deposits of the following amounts have been made and credited to the account of Watauga County. The reported totals do not include small shortages and overages reported to the Watauga County Finance Officer

Monthly Report August 2016

	<u>Current Month Collections</u>	<u>Current Month Percentage</u>	<u>Current FY Collections</u>	<u>Current FY Percentage</u>	<u>Previous FY Percentage</u>
<b><u>General County</u></b>					
Taxes 2016	12,372.22		14,044.60		
Prior Year Taxes	70,220.07		131,835.02		
Solid Waste User Fees	10,599.09		21,665.75		
Green Box Fees	1,108.86		1,930.36		
Total County Funds	<b>\$94,300.24</b>		<b>\$169,475.73</b>		
<b><u>Fire Districts</u></b>					
Foscoe Fire	1,336.71		2,120.09		
Boone Fire	1,605.71		3,646.94		
Fall Creek Service Dist.	33.74		110.73		
Beaver Dam Fire	484.98		1,200.34		
Stewart Simmons Fire	87.56		594.68		
Zionville Fire	491.01		1,306.81		
Cove Creek Fire	1,388.00		2,744.95		
Shawneehaw Fire	327.36		417.76		
Meat Camp Fire	916.62		1,305.88		
Deep Gap Fire	864.97		1,528.96		
Todd Fire	560.33		575.69		
Blowing Rock Fire	3,380.69		4,695.76		
M.C. Creston Fire	9.45		218.14		
Foscoe Service District	303.89		388.21		
Beech Mtn. Service Dist.	0.00		0.00		
Cove Creek Service Dist.	0.00		0.00		
Shawneehaw Service Dist	127.56		131.08		
	<b>\$11,884.84</b>		<b>\$20,875.29</b>		
<b><u>Towns</u></b>					
Boone	3,588.04		5,198.89		
Municipal Services	139.03		139.03		
Boone MV Fee	0.00		7.35		
Blowing Rock	0.00		0.00		
Seven Devils	0.00		0.00		
Beech Mountain	0.00		0.00		
Total Town Taxes	<b>\$3,727.07</b>		<b>\$5,345.27</b>		
Total Amount Collected	<b>\$109,912.15</b>		<b>\$195,696.29</b>		



Tax Collections Director



Tax Administrator

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**AGENDA ITEM 14:**

**TAX MATTERS**

*B. Refunds and Releases*

**MANAGER'S COMMENTS:**

Mr. Warren will present the Refunds and Releases Reports for July and August.

Board action is required to accept the Refunds and Releases Reports.

07/29/2016 16:05  
Mitzi.Rochelle

WATAUGA COUNTY  
RELEASES - 07/01/2016 TO 07/29/2016

P 1  
tncrprpt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1604701 DISTINCTIVE CABINETRY AND DESIGN, LLC 7883 NC HWY 105 S, STE A BOONE, NC 28607	PP 2015	3151	07/29/2016			0 G01	10.49
	604701999			F01		F01	1.68
	TAX RELEASES				5671	G01L	1.05
	OUT OF BUSINESS					F01L	.17
							13.39
1596283 HICKS, ROBERT E. JR. 1009 LINVILLE CREEK RD VILAS, NC 28692	MV 2008	1370813	07/29/2016			0 G01	63.54
	XVX5593			F07		F07	10.15
	TAX RELEASES				5428		
	DID NOT OWN THIS VEHICLE WAS OWNED BY ROBERT HICKS SR						73.69
1596283 HICKS, ROBERT E. JR. 1009 LINVILLE CREEK RD VILAS, NC 28692	MV 2013	8681	07/29/2016			0 F07	11.84
	BLP4125			F07		G01	74.12
	TAX RELEASES				5426		
	DID NOT OWN THIS VEHICLE WAS OWNED BY ROBERT HICKS SR						85.96
DETAIL SUMMARY		COUNT: 3		RELEASES - TOTAL		0	173.04

07/29/2016 16:05  
Mitzi.Rochelle

WATAUGA COUNTY  
RELEASES - 07/01/2016 TO 07/29/2016

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tncrprt

RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2008	MV	F07	COVE CREEK FIRE MV	10.15
2008	MV	G01	WATAUGA COUNTY MV	63.54
			2008 TOTAL	73.69
2013	MV	F07	COVE CREEK FIRE MV	11.84
2013	MV	G01	WATAUGA COUNTY MV	74.12
			2013 TOTAL	85.96
2015	PP	F01	FOSCOE FIRE PP	1.68
2015	PP	F01L	FOSCOE FIRE LATE LIST	.17
2015	PP	G01	WATAUGA COUNTY PP	10.49
2015	PP	G01L	WATAUGA COUNTY LATE LIST	1.05
			2015 TOTAL	13.39
			SUMMARY TOTAL	173.04

07/29/2016 16:05  
 Mitzi.Rochelle

WATAUGA COUNTY  
 RELEASES - 07/01/2016 TO 07/29/2016

P 3  
 tncrarpt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT
F01	2015	F01 FOSCOE FIRE PP	1.68
F01	2015	F01L FOSCOE FIRE LATE LIST	.17
F01	2015	G01 WATAUGA COUNTY PP	10.49
F01	2015	G01L WATAUGA COUNTY LATE LIST	1.05
F01 TOTAL			13.39
F07	2008	F07 COVE CREEK FIRE MV	10.15
F07	2008	G01 WATAUGA COUNTY MV	63.54
F07	2013	F07 COVE CREEK FIRE MV	11.84
F07	2013	G01 WATAUGA COUNTY MV	74.12
F07 TOTAL			159.65
SUMMARY TOTAL			173.04



08/31/2016 15:27  
Larry.Warren

WATAUGA COUNTY  
RELEASES - 08/01/2016 TO 08/31/2016

P 1  
tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE JUR	REF NO	VALUE CHARGE	AMOUNT
1163302 TRIPLETT, HAROLD AND MARY BOX 1173 BLOWING ROCK, NC 28605-1173	PP 2013	3767	08/31/2016		0 G01	13.27
	692		C03		G01L	1.33
	TAX RELEASES NOT A RENTAL UNIT			5672		14.60
1163302 TRIPLETT, HAROLD AND MARY BOX 1173 BLOWING ROCK, NC 28605-1173	PP 2014	427	08/31/2016		0 G01	13.27
	692		C03		G01L	1.33
	TAX RELEASES NOT A RENTAL UNIT			5673		14.60
1163302 TRIPLETT, HAROLD AND MARY BOX 1173 BLOWING ROCK, NC 28605-1173	PP 2015	392	08/31/2016		0 G01	13.27
	692		C03		G01L	1.33
	TAX RELEASES NOT A RENTAL UNIT			5674		14.60
DETAIL SUMMARY	COUNT: 3	RELEASES - TOTAL			0	43.80

08/31/2016 15:27  
 Larry.Warren

WATAUGA COUNTY  
 RELEASES - 08/01/2016 TO 08/31/2016

P 2  
 tncrpt

RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT
2013	PP	G01 WATAUGA COUNTY PP	13.27
2013	PP	G01L WATAUGA COUNTY LATE LIST	1.33
2013 TOTAL			14.60
2014	PP	G01 WATAUGA COUNTY PP	13.27
2014	PP	G01L WATAUGA COUNTY LATE LIST	1.33
2014 TOTAL			14.60
2015	PP	G01 WATAUGA COUNTY PP	13.27
2015	PP	G01L WATAUGA COUNTY LATE LIST	1.33
2015 TOTAL			14.60
SUMMARY TOTAL			43.80

08/31/2016 15:27  
 Larry.Warren

WATAUGA COUNTY  
 RELEASES - 08/01/2016 TO 08/31/2016

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 tncrarpt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT
C03	2013	G01 WATAUGA COUNTY PP	13.27
C03	2013	G01L WATAUGA COUNTY LATE LIST	1.33
C03	2014	G01 WATAUGA COUNTY PP	13.27
C03	2014	G01L WATAUGA COUNTY LATE LIST	1.33
C03	2015	G01 WATAUGA COUNTY PP	13.27
C03	2015	G01L WATAUGA COUNTY LATE LIST	1.33
C03 TOTAL			43.80
SUMMARY TOTAL			43.80

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**AGENDA ITEM 15:**

**FINANCE MATTERS**

*A. Budget Amendments*

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will review budget amendments as included in your packet.

Board approval is requested.



## WATAUGA COUNTY FINANCE OFFICE

814 West King St., Suite 216, Boone, NC 28607 Phone (828) 265-8007

### MEMORANDUM

**TO:** Deron T. Geouque, County Manager  
**FROM:** Margaret Pierce, Finance Director  
**SUBJECT:** Budget Amendments - FY 2016/17  
**DATE:** August 24, 2016

The following budget amendments require the approval of the Watauga County Board of Commissioners. Board approval is requested.

<u>Account #</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103991	399100	Fund Balance		6,682
109800	498021	Transfer to Capital Projects Fund	6,682	
213980	398100	Transfer from General Fund		6,682
219930	459122	Watauga County Schools CIP	6,682	

To return unused CIP funds from the completed Hardin Park grease trap project to set aside capital project funds for the schools.

143300	343300	Adoption Promotion Funds		21,600
145410	440006	Adoption Promotion	21,600	

To recognize funds received from NC DHHS for the enhancement of programs to encourage and support adoption.



**AGENDA ITEM 15:**

**FINANCE MATTERS**

***B. Smoky Mountain Center Quarterly Report***

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will present the Smoky Mountain Center Quarterly Financial Report as required by Statute.

No action is required.



## WATAUGA COUNTY FINANCE OFFICE

814 West King St., Room 216 - Boone, NC 28607 - Phone (828) 265-8007 Fax (828) 265-8006

### MEMORANDUM

**TO: Deron Geouque, County Manager**  
**FROM: Margaret Pierce, Finance Director**  
**SUBJECT: Smoky Mountain Center Quarterly Reports**  
**DATE: August 24, 2016**

Attached is a copy of the quarterly fiscal monitoring report (FMR) from Smoky Mountain Center for the quarter ended June 30, 2016. This fiscal monitoring report was provided by Smoky Mountain Center to comply with the G.S. 122C-117(c).

excerpt from G.S. 122C-117(c)

(c) Within 30 days of the end of each quarter of the fiscal year, the area director and finance officer of the area authority shall provide the quarterly report of the area authority to the county finance officer. The county finance officer shall provide the quarterly report to the board of county commissioners at the next regularly scheduled meeting of the board. The clerk of the board of commissioners shall notify the area director and the county finance officer if the quarterly report required by this subsection has not been submitted within the required period of time. This information shall be presented in a format prescribed by the county. At least twice a year, this information shall be presented in person and shall be read into the minutes of the meeting at which it is presented. In addition, the area director or finance officer of the area authority shall provide to the board of county commissioners ad hoc reports as requested by the board of county commissioners.

LME / MCO NAME: SMOKY MOUNTAIN LME/MCO FOR THE PERIOD ENDING: June 30, 2016  
 # of month in the fiscal year (July = 1, August = 2, . . . , June = 12) =====> 12

1. REPORT OF BUDGET VS. ACTUAL

ITEM	Modified Accrual Accrual	X	(1)		(2)	(3)	(4)		(5)	(6)
			PRIOR YEAR		BUDGET	BUDGET	CURRENT YEAR		BALANCE (Col. 3-4)	ANNUALIZED PERCENTAGE **
			BUDGET	ACTUAL			ACTUAL YR-TO-DATE			
<b>REVENUE</b>										
Service Fees from LME-Delivered Services			25,000	(515,606)	370,416	370,416	385,087	(14,671)	103.96%	
Medicaid Pass Through Funds			215,000	174,535	60,000	60,000	50,344	9,656	83.91%	
Interest Earned			145,000	154,678	141,000	141,000	229,755	(88,755)	162.95%	
Rental Income			53,772	53,772	53,772	53,772	53,772	-	100.00%	
Budgeted Fund Balance * (Detail in Item 4, below)			2,413,000	-	17,736,308	17,736,308	-	17,736,308	0.00%	
Other Local			1,497,493	2,598,918	4,670,325	4,670,325	3,733,879	936,446	79.95%	
<b>Total Local Funds</b>			<b>4,349,265</b>	<b>2,466,297</b>	<b>23,031,821</b>	<b>23,031,821</b>	<b>4,452,837</b>	<b>18,578,984</b>	<b>19.33%</b>	
<b>County Appropriations (by county, includes ABC Funds):</b>										
Alexander County			37,825	37,825	37,825	37,825	37,825	-	100.00%	
Alleghany County			115,483	115,483	115,483	115,483	115,483	-	100.00%	
Ashe County			189,566	189,566	189,566	189,566	189,566	-	100.00%	
Avery County			89,600	89,600	89,600	89,600	89,600	-	100.00%	
Buncombe County			600,000	600,000	600,000	600,000	600,000	-	100.00%	
Caldwell County			118,538	119,182	118,538	118,538	119,377	(839)	100.71%	
Cherokee County			75,000	75,000	75,000	75,000	75,000	-	100.00%	
Clay County			15,000	15,000	15,000	15,000	15,000	-	100.00%	
Graham County			6,000	6,000	6,000	6,000	6,000	-	100.00%	
Haywood County			101,900	96,905	101,900	101,900	116,762	(14,862)	114.58%	
Henderson County			528,612	528,612	528,612	528,612	528,612	-	100.00%	
Jackson County			123,081	123,081	123,081	123,081	123,081	-	100.00%	
Macon County			106,623	106,623	106,623	106,623	106,623	-	100.00%	
Madison County			30,000	30,000	30,000	30,000	30,000	-	100.00%	
McDowell County			67,856	67,856	67,856	67,856	67,856	-	100.00%	
Mitchell County			18,000	18,000	18,000	18,000	18,000	-	100.00%	
Poik County			76,991	77,956	76,991	76,991	78,314	(1,323)	101.72%	
Rutherford County			102,168	102,168	102,168	102,168	102,168	-	100.00%	
Swain County			25,000	30,326	25,000	25,000	25,799	(799)	103.20%	
Transylvania County			99,261	99,261	99,261	99,261	99,261	-	100.00%	
Watauga County			171,195	171,195	171,195	171,195	171,195	-	100.00%	
Wilkes County			264,200	266,408	264,200	264,200	266,718	(2,518)	100.95%	
Yancey County			26,000	26,000	26,000	26,000	26,000	-	100.00%	
<b>Total County Funds</b>			<b>2,987,899</b>	<b>2,992,048</b>	<b>2,987,899</b>	<b>2,987,899</b>	<b>3,008,241</b>	<b>(20,342)</b>	<b>100.68%</b>	
LME Systems Admin. Funds (Cost Model)								-		
DMH/DD/SAS Administrative Funds (% basis)			5,523,712	5,523,712	2,441,587	2,441,587	2,441,587	-	100.00%	
DMH/DD/SAS Services Funding			59,705,405	56,855,754	64,720,453	64,720,453	62,251,247	2,469,206	96.18%	
DMA Capitation Funding			288,861,359	299,180,424	304,657,131	304,657,131	307,890,885	(3,233,754)	101.06%	
DMA Risk Reserve Funding			5,895,129	6,151,032	6,217,492	6,217,492	6,258,689	(41,197)	100.66%	
All Other State/Federal Funds			55,000	42,132	101,000	101,000	81,176	19,824	80.37%	
<b>Total State and Federal Funds</b>			<b>360,040,605</b>	<b>367,753,054</b>	<b>378,137,663</b>	<b>378,137,663</b>	<b>378,923,584</b>	<b>(785,921)</b>	<b>102.66%</b>	
<b>TOTAL REVENUE</b>			<b>367,377,769</b>	<b>373,211,399</b>	<b>404,157,383</b>	<b>404,157,383</b>	<b>386,384,662</b>	<b>17,772,721</b>	<b>95.60%</b>	
<b>EXPENDITURES:</b>										
System Management/Administration/Care Coordination			46,270,388	38,435,663	52,065,620	52,065,620	45,958,159	6,107,461	88.27%	
LME Provided Services			3,020,475	1,852,870	3,242,644	3,242,644	2,808,021	434,623	86.60%	
Provider Payments (State Funds)			303,953,896	298,030,575	336,199,047	336,199,047	324,069,847	12,129,200	96.39%	
Provider Payments (Federal Funds)			7,473,207	6,521,559	7,853,268	7,853,268	6,676,205	1,177,063	85.01%	
Provider Payments (County/Local)			3,075,899	3,022,585	3,235,764	3,235,764	3,016,429	219,335	93.22%	
All Other			3,583,904	2,917,193	1,561,040	1,561,040	1,293,384	267,656	82.85%	
<b>TOTAL EXPENDITURES</b>			<b>367,377,769</b>	<b>350,780,445</b>	<b>404,157,383</b>	<b>404,157,383</b>	<b>383,822,045</b>	<b>20,335,338</b>	<b>94.97%</b>	
<b>Net Income (from Operations and Risk Reserve)</b>				<b>22,430,954</b>			<b>2,562,617</b>			
<b>Beginning Unrestricted/Unassigned Fund Balance</b>				<b>47,196,091</b>			<b>67,730,176</b>			
<b>Balance in Restricted DMA Risk Reserve</b>				<b>18,618,950</b>			<b>24,877,639</b>			
<b>Current Estimated Unrestricted/Unassigned Fund Balance and percent of budgeted expenditures</b>			<b>18.44%</b>	<b>67,730,176</b>	<b>3.42%</b>		<b>13,807,083</b>	<b>(See Note Below about FB)</b>		
<b>2. CURRENT CASH POSITION</b>										
<b>Current Cash in Bank (Including Risk Reserve)</b>				<b>118,823,386</b>						
<b>3. SERVICE EXCEPTIONS ( Provided Based on System Capability)</b>										
Services authorized but not billed (IBNR)				<b>15,165,180</b>						

4. DETAIL ON BUDGETED FUND BALANCE		Budgeted	Utilized to-Date	Year-Remaining Balance	% Utilized
Payments to Providers	Blue Ridge Comm Health/Other MOE	168,647	141,179	27,468	83.71%
Payments to Providers	Community ICF Rate Increase	664,236	664,236	-	100.00%
Payments to Providers	Single Stream Replacement Funding	10,902,915	10,902,915	-	100.00%
Payments to DMA	Risk Reserve Match Contribution	2,325,656	2,325,656	-	100.00%
Other Initiatives	C3@356 Urgent Care Funding	13,750	414	13,336	3.01%
Other Initiatives	Western Region Crisis Expansion	13,750	0	13,750	0.00%
Other Initiatives	Northern Region Crisis Expansion	13,750	0	13,750	0.00%
Other Initiatives	McDowell Co Comp Care Expansion	13,750	0	13,750	0.00%
Other Initiatives	FBC in Caldwell County	321,000	927	320,073	0.29%
Other Initiatives	Integrated Collab Care Svc Initiatives	1,113,428	590,417	523,011	53.03%
Other Initiatives	Admin Office - Relocation Fund	264,615	246,712	17,904	93.23%
Other Initiatives	Technology Enabled Care and Expo	514,057	351,104	162,953	68.30%
Other Initiatives	Youth Villages LifeSet Program	174,603	158,318	16,285	90.67%
Other Initiatives	Heroin Summit	3,778	3,778	-	100.00%
Other Initiatives	Naloxone Nasal Spray	100,000	100,050	(50)	100.05%
Other Initiatives	TCLI Legal Aid	48,984	48,984	-	100.00%
Other Initiatives	Replacement Bridge Funding	204,296	217,382	(13,086)	106.41%
Other Initiatives	Data Security Initiatives	249,185	217,819	31,366	87.41%
Other Initiatives	Medicaid Reform Readiness	157,407	168,564	(11,157)	107.09%
Other Initiatives	Community Engagement/Awareness	466,500	0	466,500	0.00%
Other Initiatives	Peer Run Recovery Centers	2,000	0	2,000	0.00%
<b>Total Fund Balance Appropriated/Utilized to Date</b>		<b>17,736,308</b>	<b>16,138,453</b>	<b>1,597,854</b>	<b>90.99%</b>

\* We certify (a) this report to contain accurate and complete information, (b) explanations are provided for any expenditure item with an annualized expenditure rate greater then 110% and for any revenue item with an annualized receipt rate of less than 90%, and (c) a copy of this report has been provided to each county manager in the catchment area".

LME / MCO Director \_\_\_\_\_ Date \_\_\_\_\_ LME/MCO Finance Officer \_\_\_\_\_ Date \_\_\_\_\_ Area Board Chair \_\_\_\_\_ Date \_\_\_\_\_

**Quarterly Fiscal Monitoring Report - Explanation of Revenue and Expenditure Variances**

**SMOKY MOUNTAIN LME/MCO**

For the period ending: June 30, 2016

**ITEM Explanation**

**Revenues Less than 90%**

- Medicaid Pass Through Funds (83.91%) Medicaid Pass Through in FY 15-16 has not been as much as budgeted.
- Fund Balance Appropriated (0.00%) Fund Balance Appropriation is budgeted - but no actual will be recorded on the financial statements.
- Other Local Funds (79.95%) Some of the Local Funding Commitments relating to the c3@356 Project were budgeted but been received.

**Expenditures Exceeding 110%**

N/A - no expenditure Categories exceed 110%

**Other Notes**

This report does NOT reflect audited figures for FY 15-16. As of the time of this report - the books for FY 15-16 were still open. Amounts are subject to change.

County MOE funds are recorded on an accrual basis - therefore the amount shown in the report above may not reflect the actual amount of funds received from each county.

If County Funds of less than 100% of the Annual Budgeted amount have been received - the remaining has been accrued and is considered a receivable at 6/30/2016.

If County MOE funds in excess of 100% of the Annual Budgeted amount have been received - the excess has been deferred and not reflected as income as of 6/30/2016.

Please note that any ABC funds collected will be shown in the same line as MOE funds for that county. ABC Funds are recorded on a Cash Basis.

The reason that the Unrestricted/Unassigned Fund Balance as of June 30, 2016 is so much lower than as of June 30, 2015 is due to all of the different Commitments that the Board of Directors for Smoky Mountain LME/MCO have approved for FY 2015-2016. These amounts have been removed from the Unrestricted/Unassigned Fund Balance Section and are now being considered Board Committed Fund Balance.

**AGENDA ITEM 15:****FINANCE MATTERS*****C. Proposed Sale of Real Properties on GovDeals***

- 1. Maggie's Lane Off Pine Run Road, Deep Gap**
- 2. Lot EE33, Section III, Mill Ridge, Banner Elk**
- 3. Lot 15 Cascade Cove Homesites, Deep Gap**

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will request the Board adopt the enclosed resolutions authorizing the sale of property to include Maggie's Lane, Lot EE33 Mill Ridge, and Lot 15 Cascade Cove properties. The properties in question were foreclosed by the County due to failure to pay taxes. The Board will need to declare the properties surplus and adopt the included resolutions to start the sale process. The minimum bid request for the properties will be the current expenses owed to the County.

Board action is required to surplus the properties and approve the enclosed resolutions to authorize the sale of the listed properties.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE  
WATAUGA COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING THE SALE PROPERTY ON MAGGIES LANE OFF PINE RUN ROAD, DEEP GAP, NC**

**WHEREAS**, the County of Watauga owns a 1.00 acre lot located on Maggies Lane off Pine Run Road, Deep Gap, NC, Parcel ID 2931-58-3686-000 in the Watauga County tax maps; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits a County to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits the County to sell real property by electronic advertisement and public auction; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that auctions of real property may be conducted electronically if the County authorizes the establishment of an electronic auction procedure or authorizes the use of existing private or public electronic auction services; and

**WHEREAS**, the County has passed a Resolution authorizing the establishment of an electronic auction procedure and the use of existing public and private electronic auction services; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that notice of all electronic sales may be published solely by electronic means if that exclusive method of publication is approved by the governing board of the political subdivision; and

**WHEREAS**, The Board of Commissioners has adopted a Resolution for the exclusive method of publication being by electronic means.

**NOW THEREFORE BE IT RESOLVED** by the Watauga County Board of Commissioners as follows:

1. The Watauga County Board of Commissioners hereby authorizes the sale of the following described tract of land by existing private electronic auction services at [www.govdeals.com](http://www.govdeals.com):

Beginning on a stake on bank of F.A. Winebarger and Stewart Williams Road, corner to F.A. Winebarger, and runs thence down said road 12 poles to a stake at a spring branch, corner to F.A. Winebarger; thence up and with said branch 6 poles to a stake, corner to F.A. Winebarger; thence 6 poles to the beginning, containing one acre, more or less.

2. The County will accept bids for the property until Monday, September 26th, 2016.
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, October 4th, 2016.
4. The minimum opening bid for this property shall be \$6,000.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for a 7.5% sales commission payable to Watauga County, all property surveys, deed preparation, and attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

**ADOPTED** this the 6th day of September, 2016.

\_\_\_\_\_  
Jimmy Hodges, Chairman  
Watauga County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Anita J. Fogle, Clerk to the Board

(SEAL)



STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE  
WATAUGA COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING THE SALE OF LOT EE33, SECTION III, MILL RIDGE, BANNER ELK, NC**

**WHEREAS**, the County of Watauga owns a .07 acre lot located at Mill Ridge, Banner Elk, NC, Parcel ID 1878-86-6539-000 in the Watauga County tax maps; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits a County to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits the County to sell real property by electronic advertisement and public auction; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that auctions of real property may be conducted electronically if the County authorizes the establishment of an electronic auction procedure or authorizes the use of existing private or public electronic auction services; and

**WHEREAS**, the County has passed a Resolution authorizing the establishment of an electronic auction procedure and the use of existing public and private electronic auction services; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that notice of all electronic sales may be published solely by electronic means if that exclusive method of publication is approved by the governing board of the political subdivision; and

**WHEREAS**, The Board of Commissioners has adopted a Resolution for the exclusive method of publication being by electronic means.

**NOW THEREFORE BE IT RESOLVED** by the Watauga County Board of Commissioners as follows:

1. The Watauga County Board of Commissioners hereby authorizes the sale of the following described tract of land by existing private electronic auction services at [www.govdeals.com](http://www.govdeals.com):

All of Lot EE 33, Section III, Mill Ridge Subdivision, as described in Deed Book 227 at page 59 of the Watauga County, North Carolina, Public Registry.

2. The County will accept bids for the property until Monday, September 26th, 2016.
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, October 4th, 2016.
4. The minimum opening bid for this property shall be \$5,000.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for a 7.5% sales commission payable to Watauga County, all property surveys, deed preparation, and attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

**ADOPTED** this the 6th day of September, 2016.

\_\_\_\_\_  
Jimmy Hodges, Chairman  
Watauga County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Anita J. Fogle, Clerk to the Board

(SEAL)

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE  
WATAUGA COUNTY BOARD OF COMMISSIONERS  
AUTHORIZING THE SALE OF LOT 15 CASCADE COVE HOMESITES, DEEP GAP, NC**

**WHEREAS**, the County of Watauga owns a .61 acre lot located at Cascade Cove Homesites, Deep Gap, NC, Parcel ID 2950-77-2320-000 in the Watauga County tax maps; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits a County to dispose of any real or personal property belonging to it according to the procedures prescribed in Chapter 160A, Article 12; and

**WHEREAS**, North Carolina General Statute § 153A-176 permits the County to sell real property by electronic advertisement and public auction; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that auctions of real property may be conducted electronically if the County authorizes the establishment of an electronic auction procedure or authorizes the use of existing private or public electronic auction services; and

**WHEREAS**, the County has passed a Resolution authorizing the establishment of an electronic auction procedure and the use of existing public and private electronic auction services; and

**WHEREAS**, North Carolina General Statute § 160A-270(c) provides that notice of all electronic sales may be published solely by electronic means if that exclusive method of publication is approved by the governing board of the political subdivision; and

**WHEREAS**, The Board of Commissioners has adopted a Resolution for the exclusive method of publication being by electronic means.

**NOW THEREFORE BE IT RESOLVED** by the Watauga County Board of Commissioners as follows:

1. The Watauga County Board of Commissioners hereby authorizes the sale of the following described tract of land by existing private electronic auction services at [www.govdeals.com](http://www.govdeals.com):

All of lot number fifteen (15) of the Cascade Cove Homesites as shown on a map of said subdivision of record in the Office of the Register of Deeds for Watauga County at Boone, North Carolina, in Map Book 5 at Page 47.

2. The County will accept bids for the property until Monday, September 26th, 2016.
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, October 4th, 2016.
4. The minimum opening bid for this property shall be \$5,000.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for a 7.5% sales commission payable to Watauga County, all property surveys, deed preparation, and attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

**ADOPTED** this the 6th day of September, 2016.

\_\_\_\_\_  
Jimmy Hodges, Chairman  
Watauga County Board of Commissioners

ATTEST:

\_\_\_\_\_  
Anita J. Fogle, Clerk to the Board

(SEAL)

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**AGENDA ITEM 16:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*A. Out-of-State Travel Request*

**MANAGER'S COMMENTS:**

Mr. Furman attended a conference that was in Johnson City, Tennessee on August 31, 2016. County policy requires out-of-state travel to be approved by the Board. Due to the cancellation of the August 16, 2016 Board meeting, staff granted authorization.

Board authorization is requested to approve the out-of-state travel request.

WATAUGA COUNTY  
TRAVEL AUTHORIZATION AND TRAVEL ADVANCE REQUEST

DATE 8-12-16 BUDGET ACCOUNT NUMBER 1-0492-046300

NAME: Joe Furman TITLE Director DEPARTMENT Economic Development

DESTINATION Johnson City, Tn MEETING DATES FROM: 8-31-16 TO: 8-31-16

Out of State travel?  YES  
If yes, BCC approval is required and must be signed by County Manager.  NO

DEPARTURE 7:30 RETURN 5:00

Purpose Aspire Appalachia: Collaborations in Rural Development

Overnight Accommodations Required?  YES  NO

Name of Hotel/Motel \_\_\_\_\_


Rate per night/person \_\_\_\_\_ Government Discount?  YES  NO

Method of Transportation:  County Vehicle  Personal Vehicle  Air  Other

Cost \_\_\_\_\_ Explanation: \_\_\_\_\_

Estimated Expenses				TOTALS
REGISTRATION FEES: Please indicate meals and/or banquets included in registration fee.				150
MEALS	Breakfast:	<input type="checkbox"/>	X	
	Lunch:	<input type="checkbox"/>	X	
	Dinner:	<input type="checkbox"/>	X	
LODGING	Single Rate:	<input type="checkbox"/>	X	
*OTHER		<input type="checkbox"/>		
TOTAL				150.00

Remarks: Registration paid with credit card.

Are funds requested in advance? <input type="radio"/> Yes <input checked="" type="radio"/> No Form is Mathematically Correct: <input type="radio"/> Yes <input type="radio"/> Approved as corrected	If settlement has not been made on this advance within 20 working days after completion of travel, I authorize this amount to be deducted from my next paycheck.  Employee/date	I believe this trip to be necessary and beneficial to Watauga County and funds were provided for this purpose in this departments appropriate budget account. Department Head _____ County Manager (Out of State) 
Finance Staff/Date		



Joe Furman

**From:** Appalachian Regional Commission <conferences@arc.gov>  
**Sent:** Tuesday, August 02, 2016 12:59 PM  
**To:** Joe Furman  
**Subject:** Register soon--early rate ends Aug. 12 for ARC's "Aspire Appalachia" conference!

# ASPIRE APPALAC

## COLLABORATIONS IN RURAL DEVELOPMENT



An Appalachian Regional Commission Conference Hosted by the State

**Register now! Early registration ends Friday, August 12, for ARC's Aspire Appalachia: Collaborations in Rural Development conference.**

Join development leaders in Johnson City, Tennessee, August 30–31 to learn strategies Appalachia's rural communities are using to build strong, resilient local economies and new opportunity.

Conference highlights include a plenary session on the Region's **emerging next-gen leaders** and the ideas these young entrepreneurs, organizers, and thinkers are bringing to their communities. Wednesday's lunch presentation will explore strategies for **building a stronger workforce** in rural Appalachia. See the [conference agenda](#) for session details.

**Learn more and register at [www.arc.gov/conference](http://www.arc.gov/conference).** We look forward to seeing you!

Joseph A. Furman, AICP  
 Director, Watauga County Planning & Inspections and Economic Development  
 331 Queen Street, Suite A  
 Boone, NC 28607  
 (828) 265-8043  
 (828) 265-8080 (fax)  
[joe.furman@watgov.org](mailto:joe.furman@watgov.org)

1

**Joe Furman**

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**From:** Appalachian Regional Commission <conferences@arc.gov>  
**Sent:** Thursday, August 11, 2016 4:06 PM  
**To:** Joe Furman  
**Subject:** Registration Confirmation | Aspire Appalachia: Collaborations in Rural Development Conference



**REGISTRATION CONFIRMATION**

Dear Joe Furman,

Thank you for registering for the Appalachian Regional Commission's Aspire Appalachia: Collaborations in Rural Development conference.

Your registration has been confirmed. Please save this email for future reference.

**Event Dates: Tuesday, August 30, 2016–Wednesday, August 31, 2016**

**Location: Millennium Centre, 2001 Millennium Place, Johnson City, Tennessee 37604**

**Registrant: Joe Furman**

**Confirmation Number: GXNLH9VBC3G**

To view or make changes to your registration online, visit the **conference Web site**. You will be asked to enter your confirmation number shown above.

Questions about your registration or the conference? Please contact ARC at **conferences@arc.gov** or 202.884.7700.

Joseph A. Furman, AICP  
Director, Watauga County Planning & Inspections and Economic Development  
331 Queen Street, Suite A  
Boone, NC 28607  
(828) 265-8043  
(828) 265-8080 (fax)  
joe.furman@watgov.org



We look forward to seeing you in Johnson City!

To remove your address from ARC's mailing list, please email [conferences@arc.gov](mailto:conferences@arc.gov).

CONNECT WITH ARC



Your payment for the Aspire Appalachia: Collaborations in Rural Development event has been successfully processed. Please save this email for your records.

**Transaction Information:**

Item	Transaction Information	Quantity	Amount
Conference Registration	\$150.00	1	\$150.00
<b>Transaction Total</b>			<b>\$150.00</b>

Registration Confirmation Number: GXNLH9VBC3G

[View your registration](#)

If you have any questions about this transaction or email, please contact Appalachian Regional Commission directly at [conferences@arc.gov](mailto:conferences@arc.gov).



Joseph A. Furman, AICP  
Director, Watauga County Planning & Inspections and Economic Development  
331 Queen Street, Suite A  
Boone, NC 28607  
(828) 265-8043  
(828) 265-8080 (fax)  
[joe.furman@watgov.org](mailto:joe.furman@watgov.org)

**AGENDA**

Updated August 11, 2016. Please check back soon for updates.

<b>TUESDAY, AUGUST 30, 2016</b>	
3:30 p.m.–7:30 p.m. <i>Mountain States Health Alliance Ballroom Foyer</i>	Registration Desk Open
<b>5:30 p.m.–7:00 p.m.</b> <i>Mountain States Health Alliance Ballroom</i>	<b>WELCOME RECEPTION</b> Join fellow conference attendees for a relaxing evening of conversation and entertainment by the East Tennessee State University Bluegrass Pride Band. Hors d’oeuvres will be served.
	Dinner on Your Own  Enjoy dinner in one of the Johnson City area’s many restaurants and eateries. Information on dining options is available on the Johnson City Convention and Visitors Bureau site <a href="http://visitjohnsoncitytn.com">visitjohnsoncitytn.com</a>
<b>WEDNESDAY, AUGUST 31, 2016</b>	
8:00 a.m.–10:30 a.m.	Registration Desk Open
<b>8:00 a.m.–9:00 a.m.</b> <i>Mountain States Health Alliance Ballroom Foyer</i>	<b>Buffet Breakfast</b>
<b>9:00 a.m.–9:15 a.m.</b> <i>Mountain States Health Alliance Ballroom</i>	<b>Welcome and Opening Remarks</b>
<b>9:15 a.m.–10:15 a.m.</b> <i>Mountain States Health Alliance Ballroom</i>	<b>OPENING PLENARY SESSION</b> <b><i>Bringing ARC’s Mission to Life in Rural Appalachia</i></b> ARC’s mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in Appalachia. The conference’s opening session will focus on how we live up to that mission. What do ARC alternates, program managers, local development districts, and the co-chairs—the four branches of ARC’s family tree—identify as the key ingredients for making strong and sustainable investments across the Region? What are replicable models and ideas? What lessons should we keep in mind as we continue to grow Appalachia’s future?  <b>Moderator:</b> Scott T. Hamilton, Executive Director, Appalachian Regional Commission, Washington, D.C.  <b>Panelists:</b> Earl F. Gohl, Federal Co-Chair, Appalachian Regional Commission, Washington, D.C.  Olivia Collier, ARC Program Manager, Rural Economic Development Division, North Carolina Department of Commerce, Raleigh, North Carolina  Jill Foys, Executive Director, Northwest Pennsylvania Regional Planning and Development Commission, Oil City, Pennsylvania  Bill Shelton, Director, Virginia Department of Housing and Community Development, Richmond, Virginia
<b>10:15 a.m.–10:30 a.m.</b>	<b>Networking Break</b>
<b>10:30 a.m.–11:45 a.m.</b>	<b>CONCURRENT SESSIONS I</b> Choose one of the following three concurrent sessions. The sessions will be repeated in the afternoon. <ul style="list-style-type: none"><li>• <b>Investing in Rural Entrepreneurship</b> <i>Buffalo Mountain Room (137B)</i> Appalachia’s entrepreneurs are fueling economic growth in a variety of sectors like health care, energy, local food systems, advanced manufacturing, tourism, and technology. In this session, panelists will</li></ul>



	<p>discuss how education, business startup programs and networks, technical assistance, increased access to capital, and other strategies are creating thriving entrepreneurial ecosystems throughout the Region.</p> <p><b>Moderator:</b>  <i>Tamarah Holmes, Associate Director of Policy and Strategic Development, Virginia Department of Housing and Community Development, Richmond, Virginia</i></p> <p><b>Panelists:</b>  <i>Charlie Brock, CEO and President, Launch Tennessee, Nashville, Tennessee</i></p> <p><i>Devin Stephenson, President, Big Sandy Community and Technical College, Prestonsburg, Kentucky</i></p> <p><i>Joseph Carlucci, WVSBC Business Coach, New River Gorge Regional Development Authority and West Virginia HIVE Business Accelerator, Beckley, West Virginia</i></p> <ul style="list-style-type: none"> <li> <p><b>Building Rural Infrastructure</b>  <i>Beech Mountain Room (120)</i>                      To meet their unique needs, rural communities must consider comprehensive approaches to infrastructure development. In this session, panelists will discuss how strategies like community planning and creative project structuring can help build stronger transportation, telecommunications, and other infrastructure systems across the Region.</p> <p><b>Moderator:</b>  <i>Vernon Brown, Executive Director, Office of Federal Grants, Kentucky Department for Local Government, Frankfort, Kentucky</i></p> <p><b>Panelists:</b>  <i>Jon Claffey, Senior Policy Adviser, Office of the Assistant Administrator, USDA Rural Development Rural Utilities Service, Washington, D.C.</i></p> <p><i>Mark Patterson, General Manager/CEO, Highland Telephone Cooperative, Whitley City, Kentucky</i></p> <p><i>Lew Holloway, Downtown Economic Development Director, Hendersonville, North Carolina</i></p> </li> <li> <p><b>Leveraging Rural Communities' Cultural and Natural Assets</b>  <i>Roan Mountain Room (137A)</i>                      Appalachia's distinctive identity is grounded in the Region's cultural and natural assets, and these same resources can drive economic growth. In this session, panelists will discuss how communities can use cultural tourism, historic preservation, environmental stewardship, and other place-based strategies to create economic opportunity in rural Appalachia.</p> <p><b>Moderator:</b>  <i>Bill Atkinson, ARC Program Manager, Maryland Department of Planning, Cumberland, Maryland</i></p> <p><b>Panelists:</b>  <i>Kevin Triplett, Commissioner, Tennessee Department of Tourist Development, Nashville, Tennessee</i></p> <p><i>Dennis Tumlin, Executive Director, Rhea Economic and Tourism Council, Inc., Dayton, Tennessee</i></p> <p><i>Kelli Smith, Policy Analyst, Friends of Southwest Virginia, Abingdon, Virginia</i></p> </li> </ul>
<p><b>11:45 a.m.–1:00 p.m.</b>  <i>Mountain States Health Alliance Ballroom</i></p>	<p><b>LUNCH AND PRESENTATION</b>  <b><i>Building a Stronger Workforce in Rural Appalachia</i></b>                      Governor Bill Haslam's "Drive to 55" initiative aims to ensure that at least 55 percent of Tennesseans have earned a college degree or certificate by the year 2025. In this presentation, Candice McQueen, commissioner of the Tennessee</p>

	Department of Education, and Ted Townsend, chief operating officer of the Tennessee Department of Economic and Community Development, will discuss how their agencies are working together to meet "Drive to 55" goals and what this initiative will mean for Appalachia.
<b>1:00 p.m.–1:15 p.m.</b>	<b>Networking Break</b>
<b>1:15 p.m.–2:30 p.m.</b>	<p><b>CONCURRENT SESSIONS II</b>                  Choose one of the following three concurrent sessions.</p> <ul style="list-style-type: none"> <li> <p>• <b>Investing in Rural Entrepreneurship</b>  <i>Buffalo Mountain Room (137B)</i>                      Appalachia’s entrepreneurs are fueling economic growth in a variety of sectors like health care, energy, local food systems, advanced manufacturing, tourism, and technology. In this session, panelists will discuss how education, business startup programs and networks, technical assistance, increased access to capital, and other strategies are creating thriving entrepreneurial ecosystems throughout the Region.</p> <p><b>Moderator:</b>  <i>Tamarah Holmes, Associate Director of Policy and Strategic Development, Virginia Department of Housing and Community Development, Richmond, Virginia</i></p> <p><b>Panelists:</b>  <i>Charlie Brock, CEO and President, Launch Tennessee, Nashville, Tennessee</i></p> <p><i>Devin Stephenson, President, Big Sandy Community and Technical College, Prestonsburg, Kentucky</i></p> <p><i>Joseph Carlucci, WVSBC Business Coach, New River Gorge Regional Development Authority and West Virginia HIVE Business Accelerator, Beckley, West Virginia</i></p> </li> <li> <p>• <b>Building Rural Infrastructure</b>  <i>Beech Mountain Room (120)</i>                      To meet their unique needs, rural communities must consider comprehensive approaches to infrastructure development. In this session, panelists will discuss how strategies like community planning and creative project structuring can help build stronger transportation, telecommunications, and other infrastructure systems across the Region.</p> <p><b>Moderator:</b>  <i>Vernon Brown, Executive Director, Office of Federal Grants, Kentucky Department for Local Government, Frankfort, Kentucky</i></p> <p><b>Panelists:</b>  <i>Jon Claffey, Senior Policy Adviser, Office of the Assistant Administrator, USDA Rural Development Rural Utilities Service, Washington, D.C.</i></p> <p><i>Mark Patterson, General Manager/CEO, Highland Telephone Cooperative, Whitley City, Kentucky</i></p> <p><i>Lew Holloway, Downtown Economic Development Director, Hendersonville, North Carolina</i></p> </li> <li> <p>• <b>Leveraging Rural Communities' Cultural and Natural Assets</b>  <i>Roan Mountain Room (137A)</i>                      Appalachia’s distinctive identity is grounded in the Region’s cultural and natural assets, and these same resources can drive economic growth. In this session, panelists will discuss how communities can use cultural tourism, historic preservation, environmental stewardship, and other place-based strategies to create economic opportunity in rural Appalachia.</p> <p><b>Moderator:</b>  <i>Bill Atkinson, ARC Program Manager, Maryland Department of Planning, Cumberland, Maryland</i></p> <p><b>Panelists:</b>  <i>Kevin Triplett, Commissioner, Tennessee Department of Tourist</i></p> </li> </ul>



	<p><i>Development, Nashville, Tennessee</i></p> <p><i>Dennis Tumlin, Executive Director, Rhea Economic and Tourism Council, Inc., Dayton, Tennessee</i></p> <p><i>Kelli Smith, Policy Analyst, Friends of Southwest Virginia, Abingdon, Virginia</i></p>
<p><b>2:30 p.m.–3:30 p.m.</b>  <i>Mountain States Health Alliance Ballroom</i></p>	<p><b>CLOSING PLENARY SESSION</b>  <b><i>Identifying Rural Communities' Next-Gen Leaders</i></b></p> <p>Appalachia's rural communities are undergoing significant economic changes that will have lasting impacts. Young entrepreneurs, organizers, and thinkers are cultivating new strategies and ideas for the Region's future. In this session, we will discuss the vision these emerging leaders have for Appalachia and what they need to succeed.</p> <p><b>Moderator:</b>                  Earl F. Gohl, Federal Co-Chair, Appalachian Regional Commission, Washington, D.C.</p> <p><b>Panelists:</b>                  Marian Royston, Program Director, Randolph County Youth Development Initiative, Roanoke, Alabama</p> <p>Kendall Bilbrey, Coordinator, Stay Together Appalachian Youth (STAY) Project, Whitesburg, Kentucky</p> <p>Stephen Smith, Director, Try This West Virginia and Our Children, Our Future, Charleston, West Virginia</p>
<p>3:30 p.m.</p>	<p>Conference Concludes</p>



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**AGENDA ITEM 16:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*B. Upcoming Meeting Schedule*

**MANAGER'S COMMENTS:**

One Stop voting will be occurring during the November 1, 2016 Board meeting. Board of Elections requires the use of the board room during this time period. Historically, November is a month with very few agenda items. The Board may wish to reschedule or cancel the November 1<sup>st</sup> meeting.

At this time, staff would recommend canceling the November 1, 2016 meeting due to the Board of Elections requiring the use of the Board room. The November 15, 2016, meeting will be adequate to address County business.

**Room Reserve Calendar**

◀ ▶ November, 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
<b>BOE - One Stop Voting &amp; Election Day</b>						
		8:30 am BCC Meeting	3:00 pm Communication			
		8:30 am BCC Meeting	4:30 pm EMS Advisory			
6	7	8	9	10	11	12
<b>BOE - One Stop Voting &amp; Election Day</b>			<b>BOE - Elections Set Up - Canvass</b>			
		Board of Elections (B				
		↳ 2 more items				
13	14	15	16	17	18	19
<b>BOE - Elections Set Up - Canvass</b>						
		5:30 pm Board of Comm				
		5:30 pm BCC Meeting				
20	21	22	23	24	25	26
	6:00 pm - 10:00 pm			3:00 pm - 5:00 pm		
	Planning Board Meetin			Housing Trust		
27	28	29	30	1	2	3
	6:00 pm - 8:00 pm					
	Board of Adjustment M					

**AGENDA ITEM 16:****MISCELLANEOUS ADMINISTRATIVE MATTERS*****C. Boards and Commissions*****MANAGER'S COMMENTS:****Watauga County Board of Adjustment**

Janet Beck has resigned from the Board of Adjustment. Her 3-year term was set to expire in November. She is an at-large appointee. The Commissioners have the option of appointing someone to finish the term or to make a new 3-year appointment that would expire in November, 2019. Applications have been received from Crawford Cleveland, III, (second reading) as well as Charles Phillips and Cory Harrison (first readings).

Baxter Palmer is currently an Alternate on the Watauga County Board of Adjustments and is willing to be appointed as a regular member. If so appointed, an appointment would be needed to fill the alternate seat.

Also, David Hill's term on the Board of Adjustment will expire in November. He is willing to be reappointed. This is a first reading.

**Economic Development Commission**

There are two vacancies on the Economic Development Commission. One vacancy is an unfulfilled term expiring June, 2017, and the other is an unfulfilled term expiring June, 2018. Those seats were occupied by individuals who have moved from Watauga County. The EDC has fourteen members; nine are appointees, the other five serve by virtue of their organizations, including one Commissioner. All members vote.

No applications have been received.

**Town of Boone's Board of Adjustment Extraterritorial Jurisdiction (ETJ) Appointment**

The Boone Town Council recommends Mr. Stephen Taylor for appointment to the Town's Board of Adjustment as a representative of the Extraterritorial Jurisdiction (ETJ). Mr. Taylor's Volunteer Application is attached. This is a second reading.

**Watauga County Library**

The Watauga County Library Board recommends Roberta Jackson be appointed to the Watauga County Library Board. This is a first reading.

**Workforce Development Board**

High Country Workforce Development has recommended Ms. Sonya Trapp for appointment as a private sector representative. This is a first reading.

*(continued on the next page)*

AppalCART Board

Appalachian State University has requested that Paul Forte, Vice-Chancellor for Business Affairs be appointed to replace Dr. Tim Burwell on the AppalCART Board. This is a first reading.

Voluntary Farmland Preservation Advisory Board

The Voluntary Farmland Preservation Advisory Board recommends the reappointment of Andrew Ellis and Jennifer Mills. These are first readings.

Social Services Advisory Board

The Social Services Advisory Board recommends the appointment of Mary Smalling to fill the seat currently held by Tom Trexler. This is a first reading.

Valle Crucis Historic Preservation Commission

The terms of Maria Hyde and Allen Culler expire in September on the Valle Crucis Historic Preservation Commission. Both are willing to be reappointed for three year terms. This board meets infrequently. These are first readings.

The Law Offices of  
**CRAWFORD H. CLEVELAND III**  
A Professional Limited Liability Company

184 N. Water Street  
Suite 24  
Boone, NC 28607

(828) 434-6359 phone  
(828) 412-0293 fax  
chc@boone-lawyer.com

July 29, 2016

Watauga County Commissioner's Office  
814 West King Street, Suite 205  
Boone, NC 28607



**Re: Watauga County Board of Adjustment**

Dear County Commissioner's Office:

Thank you for the opportunity to submit my application to serve on the Watauga County Board of Adjustment. I will be available to meet with the current Board or designee at your request. Please let me know if you have any questions about my application, and I appreciate the time and consideration of those reviewing these documents.

Sincerely,

CRAWFORD H. CLEVELAND III  
North Carolina State Bar # 47332



Volunteer Application  
Watauga County Boards And Commissions

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form.  
Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230

Name: Crawford Haralson Cleveland III  
Home Address: 267 Sourwood Lane  
City: Blowing Rock Zip: 28605  
Telephone: (H) 828-434-3883 (W) 828-434-6359 (Fax) 828-412-0293  
Email: chc@boone-lawyer.com  
Place of Employment: Law Offices of Crawford Cleveland, PLLC, 184 N. Water St., Boone, NC  
Job Title: Construction Attorney

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- |                                     |   |                                    |
|-------------------------------------|---|------------------------------------|
| <input type="radio"/> Bald Mountain | <input type="radio"/> Stony Fork              | <input type="radio"/> Watauga      |
| <input type="radio"/> New River     | <input type="radio"/> Brushy Fork             | <input type="radio"/> Cove Creek   |
| <input type="radio"/> Beaver Dam    | <input type="radio"/> Meat Camp               | <input type="radio"/> Shawneehaw   |
| <input type="radio"/> Blue Ridge    | <input checked="" type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk           | <input type="radio"/> North Fork              | <input type="radio"/> Boone        |

In addition, Please Indicate If You Live In One Of The Following Areas:

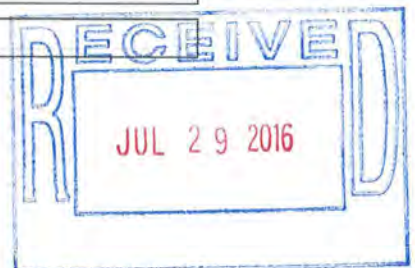
- |  |  |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community   | <input type="radio"/> Valle Crucis Historic District |
| <input type="radio"/> Howards Creek Watershed        | <input type="radio"/> Winklers Creek Watershed       |
| <input type="radio"/> South Fork New River Watershed | <input type="radio"/> Extraterritorial Area          |

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |                                       |  |                                |
|---------------------------------------|--|--------------------------------|
| Gender                                | Ethnic Background                          |                                |
| <input checked="" type="radio"/> Male | <input type="radio"/> African American     | <input type="radio"/> Hispanic |
| <input type="radio"/> Female          | <input checked="" type="radio"/> Caucasian | <input type="radio"/> Other    |
|                                       | <input type="radio"/> Native American      |                                |

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1. Watauga County Board Of Adjustment
2.
3.



Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work Experience:

Currently, I run my own law office in Boone. Previously, I served as Corporate Counsel to one of Louisiana's largest electrical subcontractors from 2014-2016. The company, All Star Electric, Inc., has 350 employees and performed work on half a dozen large commercial projects at any given time. Typical projects included new construction of public schools, commercial projects like regional hospitals, and military installations. In the course of my work, I worked closely with Planning and Zoning in New Orleans to obtain permits or variances to complete our projects. In addition to this work, I also served as a consultant for Lott Renovations, LLC, a mid-size private construction company specializing in historic renovations. This work included navigating the stringent requirements imposed by the Historic Landmark District Commission to complete residential projects.

In 2012, while in my final year of law school, I served as a Staff Assistant on the legal department of the Democratic National Convention held in Charlotte, NC. My tasks included helping obtain the rights to use the Bank of America Stadium and the Time Warner Cable Arena to hold the convention. In addition, I worked closely with national vendors like Apple and Google to arrange for technology licensing and the temporary use of equipment for the five months of planning leading up to the actual convention. The Mayor's Office was particularly helpful with helping the DNC get access to all of the government offices we were in contact with for this event, and I was fortunate to have worked on the Mayor's re-election campaign the summer before the convention as the lead campaign researcher.

Volunteer Experience:

I have worked closely with the U.S. Attorney's Office in Baton Rouge on the Angola Prison Release Program. The program is designed to train inmates with a set of construction skills that will make them desirable to companies throughout Louisiana. I helped craft some of the requirements of the program and arranged for workers to be hired by All Star Electric, Inc. starting in late 2016. Another program I helped with in Louisiana was the Youth Empowerment Project, where 10 at-risk youth were sent through an intensive 8-week electrical boot camp and then hired at competitive wages in the construction industry. I helped craft the program parameters and arranged for material and books to be delivered and used for training purposes.

Another place where I have volunteered time in the past is the Jackson, MS state command office of the American Red Cross. At the time, Red Cross needed an updated Disaster Response Plan. I worked closely with the Emergency Preparedness Director to draft a new plan and arrange for improved communications and logistics following a particularly devastating year of tornadoes in the state. That work was done in 2009 and 2010 prior to my admittance to law school.

Most recently, I served on the transportation committee of the Tour of Homes put on by St. Mary's of the Hills Episcopal Church in Blowing Rock. It is the one big fundraiser the church does all year.

Other Experience:

I graduated from the University of the South in Sewanee, TN in 2003 with a B.A. in English. After college, I spent seven years working in healthcare management and also took various roles at different law firms in the Southeast. In 2010, I decided to go to law school in Charlotte, NC. I graduated from law school in 2013, and we decided to be closer to family and relocated to New Orleans. It is a great city to visit, but the crime and high price of real estate forced us to start to look elsewhere. We had enjoyed North Carolina while we were here and visited Boone and Beech Mountain frequently while we lived in Charlotte, and it seemed like a natural fit to open a law office here. We have loved living in Boone / Blowing Rock from the moment we got here at the beginning of the summer.

Other Comments:

I have been married to my wife, Brynn, for five years. We have been fortunate to have two little boys since we have been married, and I like to work hard to make sure they have a good life. Stepping up and volunteering in the community to me is important to me, and I come from a long line of family members who have all taken a role in helping to shape the communities in which they live. I would love the chance to serve Watauga County, and I humbly offer my time to serve honorably on the Watauga County Board of Adjustment.

Signature: 

Date: 7/27/16



## Crawford Haralson Cleveland III

### Professional References

Bruce L. Kaplan  
Attorney at Law  
184 N. Water Street  
Boone, NC 28607  
(828) 264-7652  
bruce.kaplan@att.net

Judge Carl Horn, III  
2810 Wamath Drive  
Charlotte, NC 28210  
(704) 591-6398  
ch@carlhornlaw.com

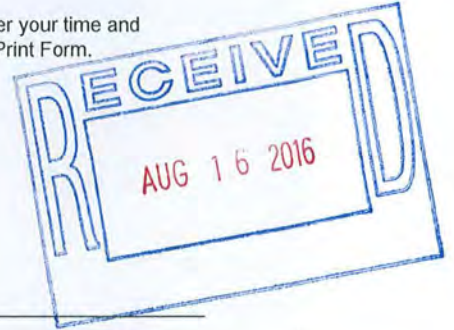
Mr. John A. Morrice, Partner  
Johnston, Allison & Hord  
1065 East Morehead Street  
Charlotte, NC 28204  
(704) 998-2232  
jmorrice@jahlaw.com

Mr. Jarred P. Bradley, General Counsel  
All Star Electric, Inc.  
821 Little Farms Avenue  
Metairie, LA 70003  
(225) 573-2687  
jbradley@allstar-electric.com

Volunteer Application  
Watauga County Boards And Commissions

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form.  
Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230



Name: CHARLES C. PHILLIPS  
Home Address: 131 SWALEY VIEW (OFFICE ADDRESS)  
City: ZIONVILLE Zip: 28698  
Telephone: (H) 828 719 0516 (W) SAME (Fax) —  
Email: HIGEN SOUTH BUILDERS INC @ YAHOO.COM  
Place of Employment: SELF EMPLOYED, GEN. CONTRACTOR  
Job Title: OWNER

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- Bald Mountain
- New River
- Beaver Dam
- Blue Ridge
- Elk
- Stony Fork
- Brushy Fork
- Meat Camp
- Blowing Rock
- North Fork
- Watauga
- Cove Creek
- Shawneehaw
- Laurel Creek
- Boone

In addition, Please Indicate If You Live In One Of The Following Areas:

- Foscoe-Grandfather Community
- Howards Creek Watershed
- South Fork New River Watershed
- Valle Crucis Historic District
- Winklers Creek Watershed
- Extraterritorial Area

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |                                       |  |
|---------------------------------------|--|
| Gender                                | Ethnic Background                          |
| <input checked="" type="radio"/> Male | <input type="radio"/> African American     |
| <input type="radio"/> Female          | <input checked="" type="radio"/> Caucasian |
|                                       | <input type="radio"/> Native American      |
|                                       | <input type="radio"/> Hispanic             |
|                                       | <input type="radio"/> Other                |

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1. BOARD OF ADJUSTMENTS
2. (WOULD CONSIDER OTHER)
3.



Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

090616 BCC Meeting

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work  
Experience:

SELF EMPLOYED GEN. CONTRACTOR INCORPORATING  
"HIGH SOUTH BUILDERS" IN 1986 BY MY FATHER,  
LEWIS L. (JOE) PHILLIPS. HE STEPPED DOWN AS AN  
OFFICER A FEW YEARS AGO. WE DO MOSTLY  
DESIGN/BUILD TYPE PROJECTS IN WATAUGA & AVERY  
COUNTIES AS WELL AS LIGHT COMMERCIAL PROJECTS  
AN OVER THE STATE.

Volunteer  
Experience:

MOST AN OF MY VOLUNTEER WORK HAS BEEN  
THROUGH CHURCH INVOLVEMENT & NC BAPTIST MEN.  
ALMOST AN OF IT HAS BEEN IN THE CAPACITY OF  
CONSTRUCTION AND THANKFULLY, THIS HAS BEEN  
AN ENDEAVOR THAT HAS ALLOWED ME THE  
OPPORTUNITY TO SERVE AN OVER THE WORLD AS  
WELL AS A GOOD BIT OF THE U.S. MOST OF THE  
U.S. WORK HAS BEEN "DISASTER RELIEF" RELATED.

Other  
Experience:

I ALSO SERVED FOR A NUMBER OF YEARS ON  
THE BOONE CRISIS PREGNANCY CENTER BOARD,  
AND WAS ABLE TO SERVE AS BOARD CHAIR  
FOR A COUPLE OF YEARS, AS PART OF MY TIME  
THERE.

Other  
Comments:

IF SELECTED TO SERVE IN A VOLUNTEER CAPACITY  
FOR WATAUGA COUNTY, IT WOULD BE AN HONOR  
& A PLEASURE!

Signature:



Date: 8/15/16

Volunteer Application  
Watauga County Boards And Commissions

090616 BCC Meeting

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form.  
Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230



Name: Cory Harrison  
Home Address: 495 Country Place Dr  
City: Boone Zip: 28607  
Telephone: (H) 704-996-4589 (W) \_\_\_\_\_ (Fax) \_\_\_\_\_  
Email: coryharrison@hotmail.com  
Place of Employment: Harrison Maintenance Services  
Job Title: Owner

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- |                                     |                                    |  |
|-------------------------------------|------------------------------------|--|
| <input type="radio"/> Bald Mountain | <input type="radio"/> Stony Fork   | <input type="radio"/> Watauga          |
| <input type="radio"/> New River     | <input type="radio"/> Brushy Fork  | <input type="radio"/> Cove Creek       |
| <input type="radio"/> Beaver Dam    | <input type="radio"/> Meat Camp    | <input type="radio"/> Shawneehaw       |
| <input type="radio"/> Blue Ridge    | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek     |
| <input type="radio"/> Elk           | <input type="radio"/> North Fork   | <input checked="" type="radio"/> Boone |

In addition, Please Indicate If You Live In One Of The Following Areas:

- |  |  |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community   | <input type="radio"/> Valle Crucis Historic District |
| <input type="radio"/> Howards Creek Watershed        | <input type="radio"/> Winklers Creek Watershed       |
| <input type="radio"/> South Fork New River Watershed | <input type="radio"/> Extraterritorial Area          |

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |                                       |  |                                |
|---------------------------------------|--|--------------------------------|
| Gender                                | Ethnic Background                          |                                |
| <input checked="" type="radio"/> Male | <input type="radio"/> African American     | <input type="radio"/> Hispanic |
| <input type="radio"/> Female          | <input checked="" type="radio"/> Caucasian | <input type="radio"/> Other    |
|                                       | <input type="radio"/> Native American      |                                |

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1. Watauga County Board Of Adjustment
2. Watauga County Planning Board
3. Watauga County Tourism Development Authority



Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

090616 BCC Meeting

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work  
Experience:

Federal DOD Police / Military Police / Army Veteran  
Domestic Violence Intervention Officer

Owner Harrison Maintenance Services (10 yr)

Volunteer  
Experience:

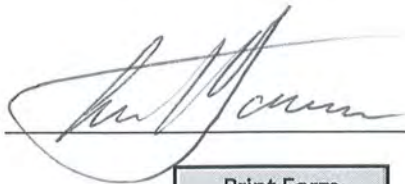
DARE / Wounded Warrior / VA

Other  
Experience:

Other  
Comments:

As a long time resident of Watauga county and small business owner I have a keen understanding of the development and growth of the high country. Keeping in mind of our history, I believe I can be beneficial to protecting the future while bringing a common sense resolutions to issues we face with growth and development.

Signature:



Date: 8/15/2016

Print Form

Reset Form

# Town of Boone



July 22, 2016

Watauga County Board of Commissioners  
814 W. King Street  
Boone, NC 28607

RE: ETJ Appointment to Town of Boone's Board of Adjustment

Dear Board of Commissioners:

At the July 21, 2016 meeting of the Boone Town Council, Stephen Taylor was selected for appointment to the Town's Board of Adjustment as a representative of the ETJ. In accordance with the Town's Unified Development Ordinance, recommendations for ETJ representatives on the Town's Board of Adjustment must be appointed by the Watauga County Board of Commissioners.

As directed by the Town's Unified Development Ordinance, we ask that you accept this letter as a formal request that the County appoint Stephen Taylor to the Town's Board of Adjustment as an ETJ representative.

Should you have any questions, please feel free to contact us at 828-268-6200. Attached is Mr. Taylor's application submitted for consideration.

Respectfully,

A handwritten signature in black ink that reads "Christine Pope". The signature is written in a cursive style with a large, sweeping initial "C".

Christine Pope  
Town Clerk

WHAT SKILLS, EDUCATION, TRAINING, EXPERIENCE OR AREA(S) OF EXPERTISE WOULD YOU BRING TO THIS APPOINTMENT?

MSBA in Information Technology with minor in Education Technology.  
Director of Web Services for Appalachian State University since 2007. POA Board President for Hidden Hills POA LLC. MUW Alumni Board.

HAVE YOU HAD ISSUES WITH THE TOWN OF BOONE WHICH RELATE TO THE WORK OF THE BODY TO WHICH YOU SEEK APPOINTMENT? IF YES, PLEASE EXPLAIN:

Was a witness during the BOA appeal with the Mountain View Speedway.

DO YOU HAVE ANY KNOWN OR POTENTIAL CONFLICTS OF INTEREST (INCLUDING MEMBERSHIP IN ANY ORGANIZATION, YOUR EMPLOYMENT, AND THE MEMBERSHIPS AND EMPLOYMENT OF ANY FAMILY MEMBER) THAT MIGHT ARISE IF YOU ARE APPOINTED? IF YES, PLEASE EXPLAIN:

No

HAVE YOU EVER BEFORE SERVED ON ANY TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE. IF SO, PLEASE STATE THE NAME OF THE BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, AND THE APPROXIMATE DATES OF SERVICE:

Not for a town.

IF YOU HAVE PREVIOUSLY SERVED ON A TOWN BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE, PLEASE EXPLAIN THE QUALITY OF YOUR EXPERIENCE:

I hereby certify that the foregoing answers are true, and that should I be appointed to the board, commission, task force, advisory body or committee, and should a conflict of interest exist or develop with regard to a specific matter, I will disclose the conflict of interest and recuse myself from the deliberations and action involved. Conflicts of interest include, but are not limited to: a direct or indirect financial interest by myself or a member of my family, and other interest which impairs my ability to participate fairly in the deliberations and actions in question.

Stephen Taylor

Signature

June 28, 2016

Date

APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, TASK FORCE,
ADVISORY BODY OR COMMITTEE
TOWN OF BOONE

FULL NAME: Mr. Stephen A Taylor
Title First Middle Initial Last
(Mr./Ms./Ms./Dr., etc.)

GENDER: Male

HOME ADDRESS: 700 Benjamin Drive
Boone NC 28607

PREFERRED CONTACT ADDRESS (if different from home address):

EMAIL ADDRESS:
taylorsa1@appstate.edu

TELEPHONE: day: 828 406 5219; evening 828 406 5219

JURISDICTION OF RESIDENCE: Town of Boone
X Extra Territorial Jurisdiction (ETJ)
Watauga County outside Town and ETJ
Other (please identify):

HOW LONG HAVE YOU BEEN A RESIDENT OF THE ABOVE JURISDICTION: 8 years

DO YOU OWN REAL PROPERTY (land) IN THE TOWN OF BOONE: No

DO YOU OWN REAL PROPERTY IN THE ETJ: Yes

NAME OF BOARD, COMMISSION, TASK FORCE, ADVISORY BODY OR COMMITTEE
APPOINTMENT SOUGHT (list one only):
Board of Adjustment Full Time / Other as needed

WHY DO YOU WISH TO OBTAIN THIS APPOINTMENT?
I feel that it is important to serve the community.

ARE YOU FAMILIAR WITH THE TOWN'S 2006 COMPREHENSIVE PLAN? (It can be
accessed at http://www.townofboone.net/departments/development/pdfs/Comp.pdf ):
Yes

RATE YOUR SUPPORT FOR THE 2006 COMPREHENSIVE PLAN (with "1" signifying no
support and "10" signifying great support):

1 2 3 4 5 6 7 8 9 10

PLEASE EXPLAIN YOUR LEVEL OF SUPPORT FOR THE COMPREHENSIVE PLAN:
The planning makes sense. I also support retaining the ETJ.

### Volunteer Application Watauga County Boards And Commissions

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form. Please sign and mail or fax to:

*Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230*

Name: Roberta Jackson

Home Address: 127 Wyn Way

City: Boone, NC Zip: 28607

Telephone: (H) 264-6578 (W) \_\_\_\_\_ (Fax) \_\_\_\_\_

Email: jacksonrh@appstate.edu

Place of Employment: Retired

Job Title: \_\_\_\_\_

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- |                                     |                                    |  |
|-------------------------------------|------------------------------------|--|
| <input type="radio"/> Bald Mountain | <input type="radio"/> Stony Fork   | <input checked="" type="radio"/> Watauga |
| <input type="radio"/> New River     | <input type="radio"/> Brushy Fork  | <input type="radio"/> Cove Creek         |
| <input type="radio"/> Beaver Dam    | <input type="radio"/> Meat Camp    | <input type="radio"/> Shawneehaw         |
| <input type="radio"/> Blue Ridge    | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek       |
| <input type="radio"/> Elk           | <input type="radio"/> North Fork   | <input type="radio"/> Boone              |

In addition, Please Indicate If You Live In One Of The Following Areas:

- |  |  |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community   | <input type="radio"/> Valle Crucis Historic District |
| <input type="radio"/> Howards Creek Watershed        | <input type="radio"/> Winklers Creek Watershed       |
| <input type="radio"/> South Fork New River Watershed | <input type="radio"/> Extraterritorial Area          |

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |   |   |
|---|---|
| Gender                                  | Ethnic Background                                 |
| <input type="radio"/> Male              | <input checked="" type="radio"/> African American |
| <input checked="" type="radio"/> Female | <input type="radio"/> Caucasian                   |
|   | <input type="radio"/> Native American             |
|   | <input type="radio"/> Hispanic                    |
|   | <input type="radio"/> Other                       |

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1. Watauga County Library Board

2. \_\_\_\_\_

3. \_\_\_\_\_



Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work  
Experience:

ASU - Physical Plant officer - 30 years

Volunteer  
Experience:

Previous library board experience  
Tanalaska Heritage Association  
Digital Watauga Project committee

Other  
Experience:

Other  
Comments:

Signature: Roberta Jackson

Date: 8/4/16



Please refer to the attached letter for all membership requirements and current vacancies/term expirations. The Director has confirmed/reviewed with the appointee his/her willingness to serve, the individual's ability to attend daytime board meetings in Boone, and seat requirements.

County: **Watauga**

**Please Return Form By as soon as possible**

Term Start: **now** Term End: **6/30/2018**

Type of Seat: **Private Sector Appointment**

Appointee Name: **Sonya Trapp**

Seat Designation (Public and At-Large Seats Only):

Business / Organization Represented: **Hospitality Mints**

Appointee's Position/Title: **Human Resources Director**

**Appointee's Mailing Address**

Mailing Address (Street / PO Box): **213 Candy Lane**

Address Line 2:

City: **Boone** State: **NC** Zip: **28607**

**Appointee's Phone and Email**

Home Phone (with Area Code): Fax (with Area Code):

Work Phone (with Area Code): **(828) 264-3045** Extension: **158**

Preferred Email: **strapp@hospitalitymints.com**

**Member Performance (only applicable for members being reappointed)**

Meeting Attendance %  
for previous term: **N/A**

Director's Comments:

**Committees served on during most recent membership term:**

- Executive Committee
- Youth Council
- One-Stop Services

Ad Hoc Committees:

**Please sign to reflect this is your official appointment to the board.**

Chief Elected Official (print your name): **Jimmy Hodges**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

# Appalachian STATE UNIVERSITY

Office of the Chancellor  
ASU Box 32002  
Boone, NC 28608-2002  
(828) 262-2040  
Fax: (828) 262-3024

August 11, 2016

Watauga County Board of Commissioners  
814 West King Street, Suite 205  
Boone, North Carolina 28607



Dear Watauga County Board of Commissioners:

On behalf of Appalachian State University, I would like to respectfully request that Mr. Paul Forte, Vice Chancellor for Business Affairs, be appointed to the AppalCART Board of Authority effective immediately. Mr. Forte will be replacing Dr. Tim Burwell, who graciously agreed to serve as Interim Vice Chancellor for Business Affairs while the University accompanied a search to fill the position.

Please don't hesitate to contact my office if we can provide you with anything further. Thank you for all that you do for the Boone Community and Appalachian State University.

Sincerely,

Sheri N. Everts  
Chancellor

SNE/ada

Copy to: Chair Angie Boitnotte  
Mr. Craig Hughes  
Mr. Paul Forte  
Mr. Tim Burwell



**WATAUGA COUNTY FARMLAND PRESERVATION PROGRAM**  
971 WEST KING STREET  
BOONE NC 28607-3468

*ADVISORY BOARD*

*KELLY COFFEY, CHAIR  
JENNIFER MILLER  
JOHNNY MORETZ  
ANDREW ELLIS  
JOE MCNEIL*



August 8, 2016

Watauga County Board of Commissioners  
Courthouse, Suite 1  
842 West King Street  
Boone, NC 28607

Dear Commissioners,

At our August 8th ,2016 quarterly meeting , the Board voted to have Andrew Ellis re-appointed to sit on the Voluntary Farmland Preservation Program Advisory Board. We are requesting for the Board of Commissioners to re-appoint Andrew Ellis for a second term. He is a tremendous asset to the Advisory Board.

Sincerely,

Kelly Coffey  
Chairman, Watauga Voluntary Farmland Preservation Advisory Board

PHONE: 828-264-0842  
FAX: 828-264-3067



**WATAUGA COUNTY FARMLAND PRESERVATION PROGRAM**  
971 WEST KING STREET  
BOONE NC 28607-3468



*ADVISORY BOARD*  
*KELLY COFFEY, CHAIR*  
*JENNIFER MILLER*  
*JOHNNY MORETZ*  
*ANDREW ELLIS*  
*JOE MCNEIL*

August 8, 2016

Watauga County Board of Commissioners  
Courthouse, Suite 1  
842 West King Street  
Boone, NC 28607



Dear Commissioners,

At our August 8th ,2016 quarterly meeting , the Board voted to have Jennifer Miller re-appointed to sit on the Voluntary Farmland Preservation Program Advisory Board. We are requesting for the Board of Commissioners to re-appoint Jennifer Miller for a second term. She is a tremendous asset to the Advisory Board.

Sincerely,

A handwritten signature in black ink that reads "Kelly Coffey".

Kelly Coffey  
Chairman, Watauga Voluntary Farmland Preservation Advisory Board

PHONE: 828-264-0842  
FAX: 828-264-3067

## Anita.Fogle

---

**From:** Heather.Porch  
**Sent:** Wednesday, August 31, 2016 4:32 PM  
**To:** Anita.Fogle  
**Subject:** Addition to BOC Board Meeting

Per Tom Hughes:

Anita,

Please add DSS Advisory Board Member consideration of Mary Smalling, Principal of Hardin Park School to the upcoming BOC Board Meeting. If this cannot be done, please let Tom know.

Thank you,

Heather Porch  
Administrative Assistant II  
Watauga County DSS  
132 Poplar Grove Connector  
Suite C  
Boone, NC 28607  
828-265-8100  
[heather.porch@watgov.org](mailto:heather.porch@watgov.org)

Volunteer Application  
Watauga County Boards And Commissions

090616 BCC Meeting

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form.  
Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230

Name: Mary Smalling  
Home Address: 667- George Moretz Ln.  
City: Boone Zip: 28607  
Telephone: (H) <sup>773-5873</sup> (828) 406-1685 (W) (828) 264-8481 (Fax) (828) 265-3609  
Email: smallingmc@watauga.k12.nc.us  
Place of Employment: Watauga County Schools - Hardin Park  
Job Title: Principal

In Order To Assure County wide Representation Please Indicate Your Township Of Residence:

- |                                     |  |                                    |
|-------------------------------------|--|------------------------------------|
| <input type="radio"/> Bald Mountain | <input type="radio"/> Stony Fork           | <input type="radio"/> Watauga      |
| <input type="radio"/> New River     | <input type="radio"/> Brushy Fork          | <input type="radio"/> Cove Creek   |
| <input type="radio"/> Beaver Dam    | <input checked="" type="radio"/> Meat Camp | <input type="radio"/> Shawneehaw   |
| <input type="radio"/> Blue Ridge    | <input type="radio"/> Blowing Rock         | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk           | <input type="radio"/> North Fork           | <input type="radio"/> Boone        |

In addition, Please Indicate If You Live In One Of The Following Areas:

- |   |  |
|---|--|
| <input type="radio"/> Foscoe-Grandfather Community              | <input type="radio"/> Valle Crucis Historic District |
| <input type="radio"/> Howards Creek Watershed                   | <input type="radio"/> Winklers Creek Watershed       |
| <input checked="" type="radio"/> South Fork New River Watershed | <input type="radio"/> Extraterritorial Area          |

We Ask Your Help In Assuring Diversity Of Membership By Age, Gender, And Race, By Answering The Following Questions

- |   |  |                                |
|---|--|--------------------------------|
| Gender                                  | Ethnic Background                          |                                |
| <input type="radio"/> Male              | <input type="radio"/> African American     | <input type="radio"/> Hispanic |
| <input checked="" type="radio"/> Female | <input checked="" type="radio"/> Caucasian | <input type="radio"/> Other    |
|   | <input type="radio"/> Native American      |                                |

Please List (In Order Of Preference) The Boards/Commissions On Which You Would Be Willing To Serve.

1. D. S. S. board
2. \_\_\_\_\_
3. \_\_\_\_\_



Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work  
Experience:

- Museum interpreter,
- Grocery Store cashier,
- Restaurant cashier,
- Mostly in education as a teacher, assistant principal, and principal for the last 29 years.

Volunteer  
Experience:

- Some vacation Bible school.
- Sometimes a guest speaker for ASL education classes,
- Trailblaze Challenge for Make-A-Wish,

Other  
Experience:

- Remodel on old houses.
- Gardening (full cycle seed to seed)

Other  
Comments:

- Being a principal for the last 17+ years has basically taken all of my time, so there has not been much volunteering time.

Signature:

May Snelling

Date:

9/1/16

Print Form

Reset Form

**AGENDA ITEM 16:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*D. Announcements*

**MANAGER'S COMMENTS:**

Watauga County Project on Aging invites you to celebrate the 30<sup>th</sup> Anniversary of the Senior Health Insurance Information Program (SHIIP) at the Lois E. Harrill Senior Center on Monday, September 19, 2016, from 2:00 P.M. – 4:00 P.M. Anita will be glad to RSVP on your behalf.

**Anita.Fogle**

---

**From:** Deron.Geouque  
**Sent:** Tuesday, August 09, 2016 4:39 PM  
**To:** Jennifer.Teague  
**Cc:** Angie.Boitnotte  
**Subject:** RE: SHIIP Day invitation

Will do. Thank you for the invite.

Deron Geouque  
Watauga County Manager  
814 West King Street  
Boone, NC 28607  
(P) 828-265-8000  
(F) 828-264-3230  
Email [Deron.Geouque@watgov.org](mailto:Deron.Geouque@watgov.org)

---

**From:** Jennifer.Teague  
**Sent:** Tuesday, August 09, 2016 4:02 PM  
**To:** Deron.Geouque  
**Cc:** Angie.Boitnotte  
**Subject:** SHIIP Day invitation

Deron,  
I would like to invite you and the County Commissioners to our SHIIP Day on Monday September 19<sup>th</sup>. Can you please share this with the Commissioners?  
Thank you!  
Jen



*You are Invited!*

Watauga County Project on Aging invites  
you to celebrate SHIIP's  
30 Year Anniversary

Monday September 19th  
2pm-4pm (drop-in)

Lois E. Harrill Senior Center

Jennifer Teague, MA  
Director, Lois E. Harrill Senior Center  
Watauga County Project on Aging  
132 Poplar Grove Connector, Suite A  
Boone, NC 28607  
(office) 828-265-8090  
(fax) 828-264-2060  
[jennifer.teague@watgov.org](mailto:jennifer.teague@watgov.org)

*For assistance with Medicare, please call our office at 828-265-8090.  
Remember to look at your Medicare prescription drug plan during AEP, **October 15th-December 7th.***

**AGENDA ITEM 17:**

**PUBLIC COMMENT**

**AGENDA ITEM 18:**

**BREAK**

**AGENDA ITEM 19:**

**CLOSED SESSION**

Attorney/Client Matters – G. S. 143-318.11(a)(3)