

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

**TUESDAY, MARCH 18, 2014  
5:30 P.M.**

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

TIME	#	TOPIC	PRESENTER	PAGE
5:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: February 21 & 22, 2014 Special Meeting Minutes March 4, 2014, Regular Meeting Minutes March 4, 2014, Closed Session Minutes		1
	3	APPROVAL OF THE MARCH 18, 2014, AGENDA		15
5:35	4	BOARD OF EQUALIZATION & REVIEW (E&R) SCHEDULE	MR. LARRY WARREN	17
5:40	5	MAINTENANCE MATTERS	MR. ROBERT MARSH	
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5:45	6	PLANNING & INSPECTION MATTERS	MR. JOE FURMAN	
		A. Secondary Roads Addition Request		53
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5:50	7	BUDGET AMENDMENTS	MS. MARGARET PIERCE	89
5:55	8	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
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7:05	11	CLOSED SESSION		112
		Attorney/Client Matters – G. S. 143-318.11(a)(3)		
		Land Acquisition – G. S. 143-318.11(a)(5)(i)		
7:15	12	ADJOURN		

**AGENDA ITEM 2:**

**APPROVAL OF MINUTES:**

February 21 & 22, 2014, Special Meeting (2014 Annual Budget Retreat)

March 4, 2014, Regular Meeting Minutes

March 4, 2014, Closed Session Minutes

**DRAFT****MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS****SPECIAL MEETING****FRIDAY, FEBRUARY 21, 2014 & SATURDAY, FEBRUARY 22, 2014**

The Watauga County Board of Commissioners held a special meeting on Friday, February 21, 2014, and Saturday, February 22, 2014, in order to conduct a retreat to review goals and objectives for the County. The meetings were held in the Commissioners' Board Room located in the Watauga County Administration Building, Boone, North Carolina.

**PRESENT:** Nathan Miller, Chairman  
 David Blust, Vice-Chairman  
 Billy Kennedy, Commissioner  
 John Welch, Commissioner  
 Perry Yates, Commissioner  
 Deron Geouque, County Manager  
 Margaret Pierce, Finance Director

Chairman Miller called the meeting to order on Friday, February 21, 2014, at 12:30 P.M., welcoming those in attendance.

The following topics were discussed:

Lunch & Opening Remarks  
 Mr. Deron Geouque

FY 2014 Review and Discussion of 2015 Budget  
 Ms. Margaret Pierce

- A. Revenues
- B. Expenditures
- C. Funding of Non-County Departments
- D. Debt Service Report
- E. Budget Calendar

Break  
 School Board Funding Issues

- A. Schools' Capital Improvement Plan
- B. FY 2014 Funding Needs

Tourism Development Authority (TDA)  
 Mr. Matt Vincent & Mr. Wright Tilley

Health Department Matters  
 Ms. Beth Lovette

Landfill Energy Projects Discussion  
 Ms. Lisa Doty & Mr. Ged Moody

- A. Report on Recycling and Methane to Electricity Project
- B. Review of Solar Energy Project

Caldwell Community College & Technical Institute  
Dr. Ken Boham

Tax Matters  
Mr. Larry Warren

REVIEW OF CURRENT CAPITAL IMPROVEMENT PLAN (CIP)

MR. DERON GEOUQUE & MR. ROBERT MARSH

- A. Current CIP Status Report
- B. Old AppalCART Building
- C. CCC&TI Watauga Continuing Education Center Building
- D. New River Property
- E. New Ambulance Site
- F. Future Projects for Consideration

A recess was declared at 5:25 P.M. The meeting reconvened on Saturday, February 22, 2014, at 9:00 A.M.

*[Note: Chairman Miller was absent on Saturday, February 22, 2014, due to a prior commitment.]*

WATAUGA COMMUNITY HOUSING TRUST REPORT

MR. SCOTT EGGERS

- A. Board Re-Appointments
- B. Update

ECONOMIC DEVELOPMENT MATTERS

MR. JOE FURMAN

- A. Conceptual Plan for Business and Technology Park
- B. Economic Development Commission (EDC)  
Report/Discussion
- C. Appalachian Enterprise Center (AEC)

PLANNING AND INSPECTIONS MATTERS

MR. JOE FURMAN

- A. Update on Greenway Projects

MISCELLANEOUS & COMMISSIONER MATTERS

MR. DERON GEOUQUE

- A. Health Savings Account Banking Relationship
- B. Update on New DSS Director
- C. State Issues
- D. Commissioners Matters

The County Manager concluded the retreat by reviewing the issues addressed and seeking direction from the Board for Fiscal Year 2015.

The meeting adjourned at 11:45 A.M.

ATTEST:

\_\_\_\_\_  
Nathan A. Miller, Chairman

\_\_\_\_\_  
Deron Geouque, County Manager

**DRAFT**

**MINUTES**  
**WATAUGA COUNTY BOARD OF COMMISSIONERS**  
**TUESDAY, MARCH 4, 2014**

The Watauga County Board of Commissioners held a regular meeting on Tuesday, March 4, 2014, at 8:30 A.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Nathan Miller, Chairman  
David Blust, Vice-Chairman  
Billy Kennedy, Commissioner  
John Welch, Commissioner  
Perry Yates, Commissioner  
Stacey "Four" Eggers, IV, County Attorney  
Deron Geouque, County Manager  
Anita J. Fogle, Clerk to the Board

Chairman Miller called the meeting to order at 8:31 A.M.

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

**APPROVAL OF MINUTES**

Chairman Miller called for additions and/or corrections to the February 18, 2014, regular meeting minutes.

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the January 21, 2014, regular meeting minutes as presented.

VOTE: Aye-5  
Nay-0

**APPROVAL OF AGENDA**

Chairman Miller called for additions and/or corrections to the March 4, 2014, agenda.

County Manager Geouque requested to add Attorney/Client Matters to the scheduled closed session and possible action after the closed session.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the March 4, 2014, agenda as amended.

VOTE: Aye-5  
Nay-0

## **PROPOSALS FROM DESTINATION BY DESIGN**

Ms. Teresa Buckwalter and Mr. Alex Gotherman, with Destination By Design, gave presentations on the following two projects:

### ***A. Our Mother's Garden***

Mr. Gotherman presented a conceptual plan for Our Mother's Garden. The project was proposed by Appalachian State University's Institute for Health and Human Services. The Garden was proposed to be located on County-owned property adjacent to the Human Services Center Building which was prepared as a building pad for a future facility. Ms. Mary Sheryl Horine and Ms. Carol Cook with the Institute for Health and Human Services were present. Ms. Horine reviewed the project and discussed the location.

With a future building planned for the location proposed by the Institute for Health and Human Services; County Manager Geouque recommended consideration of placing the Garden on the area adjacent to King Street at the far end of the Human Services Center Complex. The County Manager stated that staff believed that location had the best opportunity for the sustainability of the park. The proposed location was not able to be built on and would potentially serve as parking once a new building was constructed at the site. However, the Town may not require the additional parking to be built which in turn would allow the park to remain whereas relocation would be the only option for the park if the site originally proposed, between the Health Department and Human Services building, was selected.

Project on Aging Director, Angie Boitnotte, stated that she believed seniors would be willing to walk across the parking lot to access the park. Ms. Horine stated that she would prepare a survey for the Senior Center participants regarding their preference regarding park location. Ms. Boitnotte stated that she would distribute the surveys.

No action was taken.

### ***B. West Downtown Alive!***

Ms. Teresa Buckwalter presented a conceptual plan for improvements to the western area of Downtown Boone from the Human Services Complex to Water Street. The project was proposed by High Country Pathways and will also be presented to the Boone Town Council. Ms. Buckwalter stated that the plan included improvements to several County-owned properties and was inclusive of Our Mother's Garden as well.

The presentation was given for information only; therefore no action was required at this time. Ms. Buckwalter did encourage Board members to feel free to forward comments regarding the project.

## **COMMUNITY CARE CLINIC, INC., ANNUAL REPORT**

Ms. Melissa Selby, Community Care Clinic Director, shared a report detailing the Clinic's activities in 2013.

The report was for information only with no action required.

## **INTERGOVERNMENTAL RETREAT REQUEST**

Mr. Phil Trew, Director of Planning at High Country Council of Governments, stated that there was dissatisfaction with the Intergovernmental Retreats in that they were informative in nature resulting with no action. In September 2013, Mr. Trew began meeting with each of the entities that participated in the Retreats and suggested two officials from each be appointed to meet with a facilitator to determine what the best course of action would be when organizing the Intergovernmental Retreats. Mr. Trew stated that, at that time, Chairman Miller and Commissioner Kennedy were appointed to represent Watauga County.

Mr. Trew has confirmed a rate of \$2,000 with Ms. Lydian Altman, from the UNC School of Government, to facilitate the meeting. Mr. Trew requested the Board approve \$400 for the County's portion of the facilitator cost with each of the Towns paying a share of the remaining amount. ASU was not included in the billing as they would not have delegates and provided the venue at no cost.

Commissioner Yates, second by Commissioner Welch, moved to approve the expenditure of \$400 for Watauga County's portion of the facilitator cost for the Intergovernmental Retreat Committee meeting.

VOTE: Aye-5  
Nay-0

## **COOPERATIVE EXTENSION STAFFING REQUEST**

Mr. Jim Hamilton, Cooperative Extension Director, requested authorization to use funds budgeted for the frozen horticulture agent to increase the temporary horticulture agent from twenty (20) to forty (40) hours. Currently, the County is paying nine (9) of the twenty (20) hours with the State paying the remaining eleven (11) hours.

County Manager Geouque stated that, per the Memorandum of Understanding (MOU) with Cooperative Extension, the percentage of funding for personnel was forty-five percent (45%) County funding and fifty-five percent (55%) State funding.

Mr. Hamilton's proposal was to increase the temporary employee's hours from twenty (20) to forty (40) hours. The County would pay twenty-nine (29) of the hours with the State continuing to pay eleven (11) hours. That would have the County paying seventy-two and half percent (72.5%) and the State paying twenty-seven and a half percent (27.5%) which was not in accordance with the MOU.

The County Manager stated that funding was available in the Cooperative Extension budget to cover Mr. Hamilton's request; however, the potential existed for this arrangement to set a precedent in reduced funding from the State as the County was willing to fund more than the forty-five percent (45%) stated in the MOU. Additionally, staff had concerns related to benefits. Mr. Hamilton stated that the provision of benefits would not be required. The County Manager reported that, in the past, staff had received a contrary opinion with regards to retirement benefits through the Local Government Employees Retirement System. The directive received was that

any employee scheduled more than 1,000 hours was required to be placed in the retirement system regardless of the classification of the employee.

After lengthy discussion, Commissioner Yates, seconded by Commissioner Welch, moved to table consideration of the request to allow the County Manager and Mr. Hamilton an opportunity to further research benefit requirements.

VOTE: Aye-5  
Nay-0

## **ECONOMIC DEVELOPMENT MATTERS**

### ***A. Proposed Appalachian Enterprise Center Lease***

Mr. Joe Furman, Planning and Inspections Director, presented a proposed lease with the High Country Workforce Development Board (HCWDB) for a portion of the Appalachian Enterprise Center (AEC). The proposed lease was discussed at the Annual Budget Retreat.

Mr. Furman stated that some renovation work was needed to the facility in order to accommodate the occupying agencies. The Maintenance Director would oversee the renovation process which would be bid out. Mr. Furman anticipated the cost of the work would be recovered from proceeds of the first year of the lease. The lease amount was proposed at \$45,000 which would include utilities and maintenance and was consistent with the lease amount for incubator tenants. The County Attorney prepared the proposed lease.

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the lease with High Country Workforce Development Board as presented for \$45,000 per year with a term of thirty (30) months followed with annual automatic renewals, with the effective date to be July 1, 2014, or sooner, if facility renovations were completed prior to that date.

VOTE: Aye-5  
Nay-0

Vice-Chairman Blust, seconded by Commissioner Yates, moved to approve the renovation work needed to the Appalachian Enterprise Center and to authorize funds, not to exceed \$20,000, to cover the costs of the work.

VOTE: Aye-0  
Nay-5

After further discussion, Mr. Furman was to proceed forward and come back to the Board with bids if they exceeded the County's local policy of \$15,000.

***B. Update on Workforce Development Matters***

Mr. Adrian Tait, High Country Workforce Development, updated the Board on Workforce Development matters.

The report was for information only.

**TAX MATTERS**

***A. Monthly Collections Report***

Tax Administrator Larry Warren presented the Tax Collections Report for the month of February 2014. This report was presented for information only and, therefore, no action was required.

***B. Refunds and Releases***

Mr. Warren presented the Refunds and Releases Report for February 2014, as well as a report from the new motor vehicle billing system, North Carolina Vehicle Tax System (NCVTS), for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the Refunds and Releases Report for February 2014, as presented.

VOTE: Aye-5  
Nay-0

Commissioner Yates, seconded by Commissioner Welch, moved to approve the North Carolina Vehicle Tax System Refunds and Releases Report for February 2014 as presented.

VOTE: Aye-5  
Nay-0

**FINANCE MATTERS**

***A. Smoky Mountain Quarterly Report***

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

The report was given for information only.

***B. Real Property Sale Request***

Ms. Pierce presented a proposed resolution authorizing the sale of real property located at 347 Oak Street, Boone NC 28607 as discussed at the Annual Budget Retreat. The County had previously adopted a resolution establishing the electronic auction method; however, the

proposed resolution was required to be adopted for the specific property to be sold via the electronic process.

Commissioner Yates, seconded by Commissioner Welch, moved to adopt the resolution authorizing the sale of real property located at 347 Oak Street, Boone, North Carolina, as presented.

VOTE: Aye-5  
Nay-0

## **MISCELLANEOUS ADMINISTRATIVE MATTERS**

### ***A. Proposed Lease for Probation and Parole***

County Manager Geouque presented revisions requested by the North Carolina Department of Public Safety in the probation and parole space lease.

The County Attorney reviewed the changes as follows: the amount of square footage was added back in; the lease would begin in April 2014 and end in March 2017; and Section # 7 referenced the General Statute.

After discussion, the Chairman tabled consideration of the proposed lease to allow for the County Attorney to inform the NC Department of Public Safety that the County did not wish to include the amount of square footage in the lease.

### ***B. Re-Appointment of the Board Members for the Watauga Community Housing Trust***

The County Manager presented the members of the Watauga Community Housing Trust for consideration and re-appointment. In addition, a request was made to move the Habitat for Humanity organization from “elected” to “appointed.”

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to move Habitat for Humanity’s representative from an “elected” status to an “appointed” status.

Vice-Chairman Blust, seconded by Commissioner Welch, moved to approve the following reappointments to the Watauga Community Housing Trust:

High Country Association of Realtors	2015
ASU	2015
Town of Boone	2016
Northwest Regional Housing Authority	2015
Appalachian Regional Healthcare System	2016
Board of Education	2015
High Country Home Builders Association	2016
W.A.M.Y. Community Action, Inc.	2015
Habitat for Humanity	2016

VOTE: Aye-5  
Nay-0

***C. Budget Amendment***

County Manager Geouque presented a budget amendment appropriating \$1,170,236 from the unassigned fund balance that was accrued at the end of Fiscal Year 2012-2013 to fund future County and School capital needs. Per discussion from the Annual Budget Retreat, the County Manager proposed the one-time appropriation in the amount of \$1,170,236 from the unassigned fund balance with \$870,236 to be allocated to the Recreation/Pool Renovations Capital Project Fund and the remaining \$300,000 to be allocated to the Watauga County School Capital Project Fund.

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the budget amendment as presented by the County Manager.

VOTE: Aye-5  
Nay-0

***D. Approval of Inmate Medical Service Agreement with JLW Enterprises, Inc.***

County Manager Geouque presented proposed amendments to the contract with JLW Enterprises, Inc. for inmate care which were in addition to the renewal approved on December 17, 2013, including a four percent (4%) CPI increase. The Sheriff's Office recommended the renewal of the contract. Adequate funds are in the jail budget to cover the increase.

The County Attorney stated that he had reviewed the proposed contract and found no issues of concern.

Commissioner Kennedy, seconded by Commissioner Yates, moved to renew the contract with JLW Enterprises, Inc. for inmate care for one (1) additional year in the amount of \$7,881.12 per month.

VOTE: Aye-5  
Nay-0

***E. Proposed Paving Agreement with the NC Department of Transportation for the Boone Rural Fire District***

County Manager Geouque stated that the Boone Rural Fire District recently completed construction of a new fire station and the North Carolina Department of Transportation (NCDOT) had discretionary funds to assist in providing driveway connections. The County Manager presented a proposed Reimbursable Agreement with the NCDOT which was required in order for the Boone Rural Fire District to be eligible to receive the funds. The maximum amount eligible for reimbursement was \$25,000 with any additional amount over that to be funded by the Boone Rural Fire District. The County Manager stated that similar agreements had been approved for Meat Camp and Foscoe Volunteer Fire Departments.

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the North Carolina Department of Transportation Reimbursable Agreement as presented contingent upon the Boone Fire District funding any costs over the amount received from the North Carolina Department of Transportation.

VOTE: Aye-5  
Nay-0

*F. Boards & Commissions*

**Watauga County Tourism Development Authority**

County Manager Geouque stated that the terms of Matthew Vincent and Connie Baird expired in February 2014 on the Watauga County Tourism Development Authority. Also, Sonya Garland has resigned her seat due to time constraints. Therefore, three seats were available; one to fill an unexpired term for two years and two for three-year terms.

Both, Mr. Vincent and Ms. Baird have submitted volunteer applications and were willing to continue to serve if so reappointed. Volunteer applications were also received by Greg Tarbutton, William Leonard, and Steve Tatum; each of whom has expressed interest in serving.

The above were second readings with the exception of Mr. Tatum, which was a first reading.

The County Manager stated that the Board of Commissioners also needed to appoint the Chairman of the TDA Board.

Commissioner Welch, seconded by Commissioner Kennedy, moved to reappoint Matthew Vincent to the Watauga County Tourism Development Authority for a three-year term.

VOTE: Aye-5  
Nay-0

Commissioner Welch, seconded by Commissioner Kennedy, moved to appoint Matthew Vincent as the Chairman of the Watauga County Tourism Development Authority.

VOTE: Aye-5  
Nay-0

Commissioner Welch, seconded by Commissioner Kennedy, moved to appoint William Leonard to the Watauga County Tourism Development Authority for a three-year term.

VOTE: Aye-2(Kennedy, Welch)  
Nay-3(Miller, Blust, Yates)

Chairman Miller moved to reappoint Connie Baird to the Watauga County Tourism Development Authority for a three-year term.

Chairman Miller's motion died for lack of a second.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to appoint Greg Tarbutton to the Watauga County Tourism Development Authority for a three-year term.

VOTE: Aye-3(Miller, Blust, Yates)  
Nay-2(Kennedy, Welch)

Commissioner Yates, seconded by Vice-Chairman Blust, moved to table consideration of an appointment to fill the two-year, unexpired term to the Watauga County Tourism Development Authority.

VOTE: Aye-5  
Nay-0

**Watauga County Adult Care Home Community Advisory Committee**

Ms. Julie Wiggins, Regional Ombudsman with High Country Council of Governments' Area Agency on Aging, requests that Ms. Pat Taylor and Ms. Angelina Greene each be reappointed to the Watauga County Adult Care Home Community Advisory Committee for three-year terms.

Vice-Chairman Blust, seconded by Commissioner Welch, moved to reappoint Pat Taylor and Angelina Greene to three-year terms on the Watauga County Adult Care Home Community Advisory Committee.

VOTE: Aye-5  
Nay-0

***G. Announcements***

County Manager Geouque announced the following:

- Save the date: Cooperative Extension invites you to attend the Small Farms Week kickoff event on Monday, March 24, 2014, at the Boone United Methodist Church. Watauga County is hosting the event as Bill Moretz, local apple grower and former Farmer's Market president, was the recipient of this prestigious award in 2013. The event, which will welcome more than 200 small farmers and Extension agents from across the state, begins at 9:30 A.M. NC A&T State University faculty member, Dr. Manny Reyes, will be the keynote speaker. Breakout sessions on technical topics will follow and lunch will be served around noon.
- The dedication of the Highway 421 Bridge in honor of fallen Deputy William R. Mast, Jr. will be March 25, 2014 at 10:00 AM. Per the family's request, there will be a small ceremony including opening remarks, an invocation, a presentation of colors, the bridge dedication, an unveiling of the sign, and closing remarks. The ceremony will be held at Brookshire Park.
- The Board will need to schedule two budget work sessions for the County's annual budget process. Current dates for Board consideration are May 8<sup>th</sup>, 3:00 PM to 7:00 PM, May 13<sup>th</sup>, 4:00 PM to 7:00 PM, May 15<sup>th</sup>, 3:00 PM to 7:00 PM, and May 16<sup>th</sup> 4:00 PM to 7:00 PM.

After discussion and by consensus, the Board scheduled the following two Budget Work Sessions: Thursday, May 8, 2014, at 4:00 P.M. and Tuesday, May 13, 2014, at 4:00 P.M. Both Work Sessions will be held in the Commissioners' Conference Room in the Watauga County Administration Building.

- The North Carolina Association of County Commissioners will be holding district meetings across the State in March and April with the meeting for our district being on April 3, 2014 in Catawba County. If you wish to attend, please see Anita who will be happy to RSVP for you. Please click on the following link to view a short introduction to the District Meetings: [District Meetings Introduction Link](#).
- Save the date: The Watauga County Economic Development Commission and Appalachian State University will hold an Economic Summit on Tuesday, April 8, 2014, at the Holmes Convocation Center from 8:00 A.M. to 1:30 P.M.
- Tax Administrator, Larry Warren, will soon bring prospective dates for scheduling Board of Equalization and Review meetings.

### **PUBLIC COMMENT**

There was no public comment.

### **CLOSED SESSION**

At 10:37 A.M., Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to enter Closed Session to discuss Personnel Matters, per G. S. 143-318.11(a)(6) and Attorney/Client Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-5  
Nay-0

Vice-Chairman Blust, seconded by Commissioner Welch, moved to resume the open meeting at 10:57 A.M.

VOTE: Aye-5  
Nay-0

### **POSSIBLE ACTION AFTER CLOSED SESSION**

Commissioner Yates, seconded by Commissioner Kennedy, moved to appoint Mr. Tom Hughes as the new Director of the Watauga County Department of Social Services effective April 1, 2014, and to set Mr. Hughes annual salary at \$75,000.

VOTE: Aye-5  
Nay-0

**ADJOURN**

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to adjourn the meeting at 10:58 A.M.

VOTE: Aye-5  
Nay-0

ATTEST:

\_\_\_\_\_  
Nathan A. Miller, Chairman

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

**AGENDA ITEM 3:**

**APPROVAL OF THE MARCH 18, 2014, AGENDA**

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**AGENDA ITEM 4:****BOARD OF EQUALIZATION AND REVIEW (E&R) SCHEDULE****MANAGER'S COMMENTS:**

Mr. Larry Warren, Tax Administrator, will discuss the scheduling of the FY 2014 Board of Equalization and Review (E&R). The Board may create a special Board of Equalization and Review that will serve this spring. Last year, during the revaluation process, the Board was incorporated to include the Manager as an alternate member.

Staff requests the Board approve the schedule for FY 2014 Board of Equalization and Review as presented. In addition, direction is requested as to whether the Board wishes to create a special board for E&R or if the Board of County Commissioners plans to serve in that capacity. Should the Board wish to have the County Manager serve as an alternate member the attached resolution would need to be adopted.

Board action is required.




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# WATAUGA COUNTY TAX ADMINISTRATION

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*Courthouse, Suite 21 – 842 West King Street – Boone, NC 28607  
(828) 265-8021 – FAX (828) 264-3230*

## MEMORANDUM

TO: Deron T. Geouque  
 FROM: Larry D. Warren  
 SUBJECT: 2014 Board of Equalization and Review  
 DATE: March 5, 2014

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Below is the proposed schedule for the 2014 Board of Equalization and Review for Commissioner consideration and approval:

Convene on Monday, April 28, 2014 at 4:00 pm.

Adjourn for the taking of applications on Thursday, May 21, 2014 at 7:00 pm.

Meeting Times:	April 28, 2014	4:00 pm - 7:00 pm
	April 29, 2014	4:00 pm - 7:00 pm
	May 1, 2014	4:00 pm - 7:00 pm
	May 5, 2014	4:00 pm - 7:00 pm
	May 6, 2014	4:00 pm - 7:00 pm
	May 12, 2014	4:00 pm - 7:00 pm
	May 15, 2014	4:00 pm - 7:00 pm
	May 19, 2014	4:00 pm - 7:00 pm
	May 21, 2014	4:00 pm - 7:00 pm

The dates and times the Board approves will be advertised locally prior to the first meeting. The convening and adjourning dates for the 2014 Board of E&R is the official time for accepting applications for hearing of property tax appeals. Compensation for the 2014 Board of E&R will also need to be approved. The member compensation for the past several years has been set at \$75.00 per session.

The Board will also need to adopt the attached resolution establishing the Watauga County Board of Equalization and Review for 2014.

COUNTY OF WATAUGA

STATE OF NORTH CAROLINA

**DRAFT**

**RESOLUTION ESTABLISHING  
WATAUGA COUNTY BOARD OF EQUALIZATION AND REVIEW**

**WHEREAS**, North Carolina General Statutes Section 105-322 authorizes the Board of County Commissioners by resolution to appoint a special Board of Equalization and Review to hear and review appeals of listings and valuations placed upon taxable property located within Watauga County; and

**WHEREAS**, this Board desires to establish a Board of Equalization and Review to perform those duties specified in G.S. 105-322

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS FOR THE COUNTY OF WATAUGA AS FOLLOWS:**

That this Board hereby establishes a Board of Equalization and Review as follows:

**MEMBERSHIP:**

1. Shall consist of the 5 member County Commissioners, each having one vote.
2. Three members shall constitute a quorum.
3. One alternate shall be appointed consisting of the County Manager.
4. The alternate shall only serve to meet a quorum of the Board for a scheduled Board of Equalization and Review meeting.

**POWERS AND DUTIES:**

The powers and duties of this Board shall be as specified in NCGS 105-328 and Article 21 of the Machinery Act.

**ADOPTED** by the Watauga County Board of Commissioners this, the 18<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
Nathan Miller, Chairman  
Watauga County Board of Commissioners

**ATTEST:**

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

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**AGENDA ITEM 5:****MAINTENANCE MATTERS*****A. Bid Award Request for New Maintenance Vehicle*****MANAGER'S COMMENTS:**

Robert Marsh, Maintenance Director, will present bids for a new 4x4 pickup truck. During the last snow event the transmission on the 2000 Dodge failed. Being that the truck was over fourteen (14) years old and had continued maintenance issues, direction was given to surplus the vehicle rather than expending additional funds on a vehicle that had reached its operational life cycle. Bids were solicited as the process involved for procuring vehicles takes 4-6 months and staff wanted to ensure adequate snow removal equipment was available for the 2014-2015 winter season. In addition, during the 2014-2015 budget preparation staff will be recommending another vehicle for the Maintenance Department to replace a 1998 Dodge pickup truck with similar issues as the 2000 Dodge.

Three (3) bids were solicited in which Ashe County Ford was the lowest responsive bidder in the amount of \$22,621. Boone Ford's initial bid was \$23,102 but being the local bidder they were provided an opportunity to match the lowest bid per the County's local bidder policy. Boone Ford did complete all necessary documents to qualify for the local bidder matching preference.

Staff would recommend the Board award the bid to Boone Ford for one (1) new F250 4X4 in the amount of \$22,621 plus \$684.63 for taxes and tag for a total amount of \$23,305.63 with funds to come from the administrative contingency.

Board action is requested.



# 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: 2015 Ford F250

DATE: March 11, 2014

### BACKGROUND

The Maintenance Department 2000 Dodge 2500 4X4 pickup developed significant transmission troubles while pushing snow in February 2014. Due to the age and overall poor condition, a decision was made to surplus the truck rather than investing in a major repair.

The Maintenance Department solicited bids from area Ford dealers for a new F250 4X4 as specified on the North Carolina State Contract with power windows, power door locks and a snow plow prep package (heavier leaf springs).

### BID SUMMARY

Boone Ford	\$23,102/\$22,621 Price Matching Preference
Ashe County Ford	\$22,621
Capital Ford	\$22,648

### RECOMMENDATION

Staff recommends that the County award the bid to the co-low bidder via the Local Preference Policy to Boone Ford.

# County Resident Bidder's Certification Form For Price-Matching Preference

## PART I

1. ALL RESIDENT AND NONRESIDENT BIDDERS MUST ANSWER THE FOLLOWING QUESTION:

Bidder is a resident of Watauga County as defined in this policy:

YES / NO  
(circle one)

(Bidder may be deemed a **Non-County resident bidder**, if it failed to circle any choice.)

2. ALL COUNTY RESIDENT BIDDERS REQUESTING A PRICE-MATCHING PREFERENCE MUST ANSWER THE FOLLOWING QUESTION AND MUST COMPLETE PARTS II AND III BELOW

County Resident Bidder requests the price-matching preference:

YES / NO  
(circle one)

(Bidder shall be deemed **not** to have requested the preference, if it failed to circle any choice.)

## PART II

Please check the boxes applicable to the Bidder's business and provide the information requested in order for the Bidder to be considered for the price-matching preference established by this policy. If Bidder has paid both types of taxes, it may check both boxes in the left column and provide amounts in the appropriate boxes below.

I hereby certify that the Bidder has paid in full and is current on all County property taxes, personal property taxes and motor vehicle taxes.

AND

1. I hereby certify that the Bidder is a resident of Watauga County, in that, Bidder's principal place of business is located in Watauga County.

A. Business Type (circle one of the following):

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> CORPORATION (ALL TYPES)   | <input type="checkbox"/> SOLE PROPRIETORSHIP        |
| <input checked="" type="checkbox"/> LIMITED LIABILITY COMPANY | <input type="checkbox"/> INDIVIDUAL                 |
| <input type="checkbox"/> GENERAL PARTNERSHIP                  | <input type="checkbox"/> UNINCORPORATED ASSOCIATION |
| <input type="checkbox"/> LIMITED PARTNERSHIP                  | <input type="checkbox"/> OTHER                      |
| <input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP        |   |

B. Provide address of principal place of business/principal office in Watauga County:

300 New Market Blvd.

Street Address (no P.O. Box number)

Boone N.C. 28607

City, State, Zip Code

Is the above address the location of Bidder's headquarters?

YES / NO  
(circle one)

If Bidder has a public website, provide the link/address:

www.booneford1m.com



**PART III**

I hereby certify that the Bidder is a resident of the County of Watauga, in that, Bidder directs or manages its trade or business from its principal place of business in Watauga County.

A. State the number of employees that work at the Bidders principal place of business: 28

B. State the total number of employees in Bidder's entire workforce: 28

By executing this certification, the Bidder agrees to provide any additional information or documentation requested by the County (during the procurement process while seeking clarification of the request for the Price-Matching Preference or after contract award to resolve any bid protest) to confirm the above certifications and statements within five (5) business days of request. If at any time during or after the procurement process (including but not limited to clarifications and resolution of bid protests), the County determines that certifications or information in the Certificate are false, substantially inaccurate or misleading, the County may:

- 1. Cancel the County resident bidder's contract and/or purchase order that was awarded based on the price-matching preference and County resident bidder shall be liable for all cost it incurs as a result of the cancellation and all increased costs of the County that may be incurred by awarding the contract to the next lowest bidder;
- 2. Exclude the bidder from any price-matching preference in any future County bidding opportunities; and/or
- 3. Debar Bidder from doing business with the County for a period of time determined by the County.

The undersigned hereby certifies that he or she has read this certification and is an officer, member, partner, owner or such managing employee of the Bidder (the "Authorized Representative") that is authorized to execute this affidavit and to bind the Bidder to the certifications, statements and agreements herein.

Name of Authorized Representative: Ben Hoyal

Signature: Ben Hoyal

Title: Gen. Sales Mgr.

Date: 3/06/2014



## WATAUGA COUNTY LOCAL PREFERENCE POLICY

### I. Purpose

The purpose of the Local Preference Policy (LPP) is to ensure the best “overall value-for-money” in the procurement of goods and services (services not otherwise covered by North Carolina General Statutes) while providing a preference to local businesses to support the County’s economic development.

### II. Policy

The policy of Watauga County is to provide a preference to local businesses in the procurement of good and services. A price-matching preference may be given to County resident bidders on contracts for the purchase of goods and services. The preference will allow a qualified County resident bidder to match the price and terms of the lowest responsible nonresident bidder, if the County resident bidder’s price is within five percent (5%) or \$10,000, whichever is less, of the nonresident bidder’s price. If the resident bidder requests and qualifies for the price-matching preference, the resident bidder will first be offered the contract award and will have two (2) business days to accept or decline the award based on the lowest responsible nonresident bidder’s price.

### III. Definitions

1. County Resident Bidder – a bidder that has paid and is current on property, personal property and motor vehicle taxes in the County of Watauga and whose principal place of business is located in Watauga County.
2. Non-County Resident Bidder – a bidder who does not have its principal place of business located in Watauga County or who is not current in payment of all County taxes.
3. Principal Place of Business - the principal place from which the trade or business of the bidder is directed or managed.

### IV. Qualifications

In order to qualify for the local preference, a County resident bidder must: (1) request the preference; and (2) complete the Bidder’s Certification for Price-Matching Preference Form and include it with their quote. The County bidder must have paid and be current on all property, personal property and motor vehicle taxes in the County of Watauga and whose principal place of business is located in Watauga County.

### V. Process

The County will evaluate the quotes in accordance with the award criteria stated in the request for quotes to determine the lowest responsible quote. If the lowest responsible quote is from a County resident bidder, then there will be no consideration of the price-matching preference. If the lowest responsible quote was submitted by a non-county bidder and there are no County resident bidders that submitted quotes that were within 5% or \$10,000 of the nonresident bidder’s quote, then none of the County resident bidders will qualify for the price-matching preference and no review of the County Resident Bidder’s Certifications is required. If the lowest responsible quote is submitted by a nonresident bidder and there are one or more County resident bidders that submit a quote within 5% or \$10,000 of the nonresident quote price, then the evaluators shall

review the Certification(s) of the resident bidder(s) to determine whether the County resident bidder(s) certification is compliant. The evaluators may seek clarification of the certifications and/or information in a County resident bidder's Certification and request additional documentation if necessary. Failure to supply the requested information will result in the County resident bidder not receiving a price matching preference.

If more than one County resident bidder qualified for the price-matching preference, then the evaluators shall prioritize the qualified County resident bidders according to their original quotes, from lowest to highest, so that the qualified County resident bidder who submitted the lowest quote should get the first opportunity to match the quote of the non-county resident lowest responsible bidder. If the lowest responsible and qualified County resident bidder declines to accept the contract award, then the contract should be offered to the next lowest qualified County resident bidder and will continue in this manner until either a qualified County resident bidder accepts the contract award or the award is made to the nonresident bidder if no qualified County resident bidder accepts the award. If two responsible County resident bidders qualify for the price-matching preference and both quoted the same, then the evaluators may: (1) consider the information provided in the bidders' Certifications or publicly available information to determine, which bidder the contract award would have a greater impact of stimulating or sustaining the County economy and/or is most likely to create or save jobs (e.g., is one bidder a broker and the other a manufacturer of the goods); or (2) seek clarification from the bidders to ascertain the impact on their respective businesses if awarded the contract.

If at any time during or after the procurement process (including but not limited to clarifications and resolution of bid protests), the County determines that certifications or information in the Certificate are false, substantially inaccurate or misleading, the County may:

- (1) Cancel the County resident bidder's contract and/or purchase order that was awarded based on the price-matching preference: The County resident bidder shall be liable for all cost it incurs as a result of the cancellation and all increased costs of the County that may be incurred by awarding the contract to the next lowest bidder;
- (2) Exclude the bidder from any price-matching preference in any future County bidding opportunities; and/or
- (3) Debar Bidder from doing business with the County for a period of time determined by the County.

**ALL COUNTY RESIDENT AND NONRESIDENT BIDDERS MUST COMPLETE PART I OF THE FORM BELOW AND ALL COUNTY RESIDENT BIDDERS REQUESTING CONSIDERATION FOR A PRICE-MATCHING PREFERENCE MUST ALSO COMPLETE PARTS II AND III OF THE FORM BELOW NOTICE.**

**NOTICE:** The Price-Matching Preference will only be given to bidders that fully complete the certification form below (i.e., all information must be provided, the certification must be signed by an authorized representative of the bidder) and the bidders demonstrate their qualifications for the Price-Matching Preference through the certifications and information provided.

CNGP530

VEHICLE ORDER CONFIRMATION

02/21/14 10:30:14

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Dealer: F21617

2015 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: D4 Ord FIN: QD495 Order Type: 5B Price Level: 515

Ord PEP: 600A Cust/Flt Name: WAT COUNTY PO Number:

	RETAIL		RETAIL
F2B	F250 4X4 SD R/C \$33840		JOB #1 BUILD
	137" WHEELBASE		1000G# GVWR PKG
Z1	OXFORD WHITE	213	ELECTRONIC SCF 185
A	VNYL 40/20/40	473	SNOW PLOW PKG 85
S	STEEL		SPARE TIRE/WHL5 NC
600A	PREF EQUIP PKG		12.5K TRLR HTCH NC
	.XL TRIM		TELE TT MIR-PWR
	.TRAILER TOW PKG		JACK
572	.AIR CONDITIONER NC		
	.AM/FM STER/CLK		TOTAL BASE AND OPTIONS 36715
996	.6.2L EFI V8 ENG NC		TOTAL 36715
44P	6-SPD AUTOMATIC NC		*THIS IS NOT AN INVOICE*
TRM	LT245 BSW AT 17 125		
X4M	4.30 ELOCKING 390		* MORE ORDER INFO NEXT PAGE *
90L	PWR EQUIP GROUP 895		F8=Next

CNGP530

VEHICLE ORDER CONFIRMATION

02/21/14 10:30:42

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Dealer: F21617

2015 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: D4 Ord FIN: QD495 Order Type: 5B Price Level: 515

Ord PEP: 600A Cust/Flt Name: WAT COUNTY PO Number:

	RETAIL		RETAIL
	SF DLR ACCT ADJ		
	SF FLT ACCT CR		
	FUEL CHARGE		
B4A	NET INV FLT OPT NC		
	ADV ASSESSMENT		
	DEST AND DELIV 1195		
	TOTAL BASE AND OPTIONS 36715		
	TOTAL 36715		
	*THIS IS NOT AN INVOICE*		

*# 22,621.00*

*B's Price*

*Ashe County Fords*

*336-246-7183*

*Mike Little*

F7=Prev

F3/F12=Veh Ord Menu

F1=Help

F2=Return to Order

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC09782



Boone Ford

CNGP530

VEHICLE ORDER CONFIRMATION

02/14/14 12:22:12 03/14/14 BCC Meeting

Dealer: F21665

Page: 1 of 2

2015 F-SERIES SD

Order No: 5555 Priority: D2 Ord FIN: QD495 Order Type: 5B Price Level: 515

Ord PEP: 600A Cust/Flt Name: WAT COUNTY PO Number:

		RETAIL	DLR INV		RETAIL	DLR INV
F2B	F250 4X4 SD R/C	\$33840	\$31217.00	JOB #1 BUILD		
	137" WHEELBASE			10000# GVWR PKG		
W6	GREEN GEM MET		213	ELECTRONIC SOF	185	158.00
A	VNYL 40/20/40		473	SNOW PLOW PKG	85	73.00
S	STEEL			SPARE TIRE/WHL5	NC	NC
600A	PREF EQUIP PKG			12.5K TRLR HTCH	NC	NC
	.XL TRIM			TELE TT MIR-PWR		

572	.TRAILER TOW PKG			TOTAL BASE AND OPTIONS	36715	32006.62
	.AIR CONDITIONER	NC	NC	TOTAL	36715	32006.62
	.AM/FM STER/CLK					

996 .6.2L EFI V8 ENG NC NC \*THIS IS NOT AN INVOICE\*

44P 6-SPD AUTOMATIC NC NC \*TOTAL PRICE EXCLUDES COMP PRICE ALLOW\*

TBM LT245 BSW AT 17 125 107.00

X4M 4.30 ELOCKING 390 333.00 \* MORE ORDER INFO NEXT PAGE \*

90L PWR EQUIP GROUP 895 763.00 F8=Next

F1=Help F2=Return to Order F3/F12=Veh Ord Menu

F4=Submit F5=Add to Library F9=View Trailers

S006 - MORE DATA IS AVAILABLE. QC09923

*Your cost*  
*\$ 23,102.62*

CNGP530

VEHICLE ORDER CONFIRMATION

02/14/14 12:22:32  
031814 BCC Meeting

Dealer: F21665

Page: 2 of 2

2015 F-SERIES SD

Order No: 5555 Priority: D2 Ord FIN: QD495 Order Type: 5B Price Level: 515

Ord PEP: 600A Cust/Flt Name: WAT COUNTY PO Number:

RETAIL DLR INV

RETAIL DLR INV

JACK

794	PRICE CONCESSN		
	REMARKS TRAILER		
	SP DLR ACCT ADJ	(1422.00)	
	SP FLT ACCT CR	(444.00)	
	FUEL CHARGE	19.62	
B4A	NET INV FLT OPT	NC	7.00
	ADV ASSESSMENT		.00
	DEST AND DELIV	1195	1195.00

TOTAL BASE AND OPTIONS 36715 32006.62

TOTAL 36715 32006.62

\*THIS IS NOT AN INVOICE\*

\*TOTAL PRICE EXCLUDES COMP PRICE ALLOW\*

F1=Help

F2=Return to Order

F4=Submit

F5=Add to Library

F7=Prev

F3/F12=Veh Ord Menu

F9=View Trailers

S099 - PRESS F4 TO SUBMIT

QC09923

CNGP870

TRAILER INFORMATION DISPLAY

02/14/14 10:22:58 Meeting

==>

Dealer: F21665

Model Year: 15

Body Series: F2B

Order No: 5555

Spec Ord No:

PRICE CONCESSION TRAILER:

Account Code ID: 10

Contract/Ref #: 05-154F

Bid Date: 02/03/14

State: NC

Concession Amt: 9386

RETURN=Continue Processing

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

S005 - INQUIRY IS COMPLETE.

QC09923



From James Torr Gov,t Sales Mgr  
 Phone #,s Cell 910-367-7218 Office 910-442-4042 Fax 910-452-2017  
 E-Mail [jtorr@capitalofwilmington.com](mailto:jtorr@capitalofwilmington.com)

DATE March 11th 2014  
 INVOICE TO Watuga County

FINAL QUOTE 2014 FORD VEHICLES / NC STATE CONTRACT

<i>BASE ORDER- YR/MODEL</i>	Contract 070G Item # 36 2015 F250 4x4	\$22,357
<i>OPTIONS</i>	Painted White/Delivered	Included
	Snow Plow prep. Pkg.	\$80
	Heated Mirrors	\$211

Line - X spray bedliner \$475 Extra

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TOTAL PRICE	\$ 22,648.00
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*BASE ORDER- YR/MODEL*  
*OPTIONS*

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TOTAL PRICE	\$ -
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*2 Locations to better serve you*

4222 Oleander Drive / Wilmington, NC 28403 / (910) 799-4060  
 5501 Market Street / Wilmington, NC 28405 / (910) 313-3200

**AGENDA ITEM 5:****MAINTENANCE MATTERS*****B. Bid Award Request for Rocky Knob Park Paving*****MANAGER'S COMMENTS:**

The Maintenance Department received bids for paving at the Rocky Knob Park in September 2013. However, due to the bathroom project at the Park being behind schedule staff recommended postponing the paving until the bathrooms were completed. Bids for the bathrooms were recently accepted and the estimated completion date is the end of August. Moretz Paving, lowest responsive bidder, has agreed to honor the bid submitted in September with the caveat that should the price of asphalt increase their bid would increase correspondingly. However, if the price of asphalt were to increase both the TDA and Board of Commissioners would be required to approve the increase over the base bid and Alternates Two (2) and Three (3). Alternate Two (2) included an additional 2" of gravel, 2" of binder, and 2" of asphalt increasing the standard bid spec price from \$54,700 to \$114,300. Alternate Three (3) provided for the repair of the existing park entryway pavement in the amount of \$7,520. Staff recommended Alternates Two (2) and Three (3) for a total amount of \$121,820 and was approved by the TDA Board.

Board action is requested to award the paving for Rocky Knob Park to Moretz Paving in the amount of \$121,820 including Alternate Two and Three with all funding to be provided by the Watauga County TDA. The County Attorney has reviewed the attached signed contract.

Board action is requested.



# 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 *RJM*

SUBJECT: Paving at Rocky Knob Park

DATE: March 11, 2014

### BACKGROUND

In September 2013 the Maintenance Department bid several paving projects including the paving at the Rocky Knob Park. Moretz Paving was the low bidder for all of the work; however, prior to the Commissioners' Bid Award, staff recommended to postpone the paving at Rocky Knob Park until plans for the new bathroom facility were finished and a timeline for construction established. Moretz was awarded all of the work that he had bid except Rocky Knob Park.

Since September plans for the new restrooms were finished and a contractor has been hired to build the bathroom project at the Rocky Knob Park. The tentative date of completion is August 2014.

Staff contacted Moretz Paving to determine if there was interest in paving the park for the same price that he bid in September. Moretz responded that they would indeed do the work for the same price. Moretz was told that the Park would be ready for paving sometime in August as soon as the bathroom contractor finished with his work.

Moretz Paving Zionville, NC	\$121,820	Unit/Gravel \$20.00 per ton
Carl Rose & Sons Paving Elkin, NC	\$140,656	Unit/Gravel \$28.50 per ton
Tri-County Paving West Jefferson, NC	\$149,574	Unit/Gravel \$20.65 per ton

## FISCAL IMPACT

The TDA met in December and discussed the paving project. They approved the Moretz bid of \$121,820 and will pay the cost out of their funds.

## RECOMMENDATION

Staff recommends that the low bidder, Moretz Paving be awarded the paving project work. Moretz has always done quality work for the County on past projects. The TDA approved funding this paving project at their February meeting.

## Addendum 1

1. Rocky Knob Park – Bidders are advised to field measure the lot. The parking areas are larger than what is shown on the plan.
2. Alternate Bid 2 – Bid paving at Rocky Knob Park with an additional 2" of gravel provided by paving contractor and 2" of binder with 2" of surface asphalt.
3. Alternate Bid 3 – Overlay existing pavement at Rocky Knob Park with Petro Mat (or equivalent) and 1 1/2" of surface asphalt.
4. Provide unit price for additional gravel if needed at all full depth repair locations.
5. Please note the Bid Form has been revised to accept the Alternate Bids and the Unit Price for gravel.

**BIDDERS MUST USE THIS FORM**

**COUNTY OF WATAUGA  
Proposal for Parking Lot Rehabilitation Project**

**SECTION D**

Moretz Paving Inc  
Name of Bidder

In compliance with your legal Notice to Bidders for the County of Watauga 2013 Parking Lot Rehabilitation Project, the undersigned bidder, a corporation organized and existing under the laws of the State of NC, or a partnership of \_\_\_\_\_, or an individual doing business as \_\_\_\_\_, of the City of, State of \_\_\_\_\_, having examined the specifications and contract forms thereto attached, and being fully advised as to the extent and character of the work to be performed, and the equipment to be furnished, hereby proposes to furnish all labor, tools, material and equipment necessary for the Project.

The undersigned further proposes to perform all work and furnish all equipment in accordance with the specifications and contract stipulations thereof, within the time limit specified, for the price so stated below.

**COUNTY OF WATAUGA  
Proposal for Parking Lot Rehabilitation Projects**

LOCATION	PRIMARY BID	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3
Howard's Knob Park 604 Howard's Knob Road Boone, NC	\$ 5,270 <sup>00</sup>			
Law Enforcement Center 184 Hodges Gap Road Boone, NC	\$ 17,675 <sup>00</sup>	\$ 12,000 <sup>00</sup>		
Western Watauga Community Center 1081 Old US Hwy 421 Sugar Grove, NC	\$ 20,730 <sup>00</sup>			

Rocky Knob Park 285 Mountain Bike Way Boone, NC	\$ 54,700 <sup>00</sup>		\$ 114,300 <sup>00</sup>	\$ 7,520 <sup>00</sup>
TOTAL	\$ 98,375 <sup>00</sup>	\$ 12,000 <sup>00</sup>	\$ 114,300 <sup>00</sup>	\$ 7,520 <sup>00</sup>

TOTAL BID PRICE FOR PRIMARY BID

98,375 DOLLARS AND 00 CENTS

TOTAL BID PRICE FOR ALTERNATE 1

12,000 DOLLARS AND 00 CENTS

TOTAL BID PRICE FOR ALTERNATE 2

114,300 DOLLARS AND 00 CENTS

TOTAL BID PRICE FOR ALTERNATE 3

7,520 DOLLARS AND 00 CENTS

UNIT PRICE FOR ADDITIONAL GRAVEL 20.00 PER TON.

BIDDER understands that the County reserves the right to reject any or all bids and to waive any informality in bidding.

The bidder agrees that his bid shall be good and may not be withdrawn for a period of THIRTY (30) days after the scheduled closing time for receiving bids.

**BIDDERS MUST USE THIS FORM**

**COUNTY OF WATAUGA  
Proposal for Parking Lot Rehabilitation Project**

**SECTION D**

Carl Rose & Sons, Inc.  
Name of Bidder

In compliance with your legal Notice to Bidders for the County of Watauga 2013 Parking Lot Rehabilitation Project, the undersigned bidder, a corporation organized and existing under the laws of the State of N.C., or a partnership of \_\_\_\_\_, or an individual doing business as \_\_\_\_\_, of the City of, State of \_\_\_\_\_, having examined the specifications and contract forms thereto attached, and being fully advised as to the extent and character of the work to be performed, and the equipment to be furnished, hereby proposes to furnish all labor, tools, material and equipment necessary for the Project.

The undersigned further proposes to perform all work and furnish all equipment in accordance with the specifications and contract stipulations thereof, within the time limit specified, for the price so stated below.

**COUNTY OF WATAUGA  
Proposal for Parking Lot Rehabilitation Projects**

LOCATION	PRIMARY BID	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3
Howard's Knob Park 604 Howard's Knob Road Boone, NC	\$ 9,250 <sup>00</sup>			
Law Enforcement Center 184 Hodges Gap Road Boone, NC	31,103 <sup>00</sup>	\$ 16,102 <sup>00</sup>		
Western Watauga Community Center 1081 Old US Hwy 421 Sugar Grove, NC	28,120 <sup>00</sup>			

Rocky Knob Park 285 Mountain Bike Way Boone, NC	\$ 67,194. <sup>00</sup>		\$ 131,769. <sup>00</sup>	\$ 8,887. <sup>00</sup>
TOTAL	\$ 135,667. <sup>00</sup>	\$ 16,102. <sup>00</sup>	\$ 131,769. <sup>00</sup>	\$ 8,887. <sup>00</sup>

TOTAL BID PRICE FOR PRIMARY BID

135,667.<sup>00</sup> DOLLARS AND NO/100 CENTS

TOTAL BID PRICE FOR ALTERNATE 1

\$ 16,102.<sup>00</sup> DOLLARS AND NO/100 CENTS

TOTAL BID PRICE FOR ALTERNATE 2

\$ 131,769.<sup>00</sup> DOLLARS AND NO/100 CENTS

TOTAL BID PRICE FOR ALTERNATE 3

\$ 8,887 DOLLARS AND NO/100 CENTS

UNIT PRICE FOR ADDITIONAL GRAVEL \$ 28.<sup>50</sup> PER TON.

BIDDER understands that the County reserves the right to reject any or all bids and to waive any informality in bidding.

The bidder agrees that his bid shall be good and may not be withdrawn for a period of THIRTY (30) days after the scheduled closing time for receiving bids.

**BIDDERS MUST USE THIS FORM**

**COUNTY OF WATAUGA**  
**Proposal for Parking Lot Rehabilitation Project**

**SECTION D**

Tri-County Paving, Inc.  
 Name of Bidder

In compliance with your legal Notice to Bidders for the County of Watauga 2013 Parking Lot Rehabilitation Project, the undersigned bidder, a corporation organized and existing under the laws of the State of NC, or a partnership of \_\_\_\_\_, or an individual doing business as \_\_\_\_\_, of the City of, State of \_\_\_\_\_, having examined the specifications and contract forms thereto attached, and being fully advised as to the extent and character of the work to be performed, and the equipment to be furnished, hereby proposes to furnish all labor, tools, material and equipment necessary for the Project.

The undersigned further proposes to perform all work and furnish all equipment in accordance with the specifications and contract stipulations thereof, within the time limit specified, for the price so stated below.

**COUNTY OF WATAUGA**  
**Proposal for Parking Lot Rehabilitation Projects**

LOCATION	PRIMARY BID	ALTERNATE 1	ALTERNATE 2	ALTERNATE 3
Howard's Knob Park 604 Howard's Knob Road Boone, NC	9873.20			
Law Enforcement Center 184 Hodges Gap Road Boone, NC	19,593.00	13,948.00		
Western Watauga Community Center 1081 Old US Hwy 421 Sugar Grove, NC	21,146.00			

Rocky Knob Park 285 Mountain Bike Way Boone, NC	57,495.00		138,850. <sup>00</sup>	10,724. <sup>00</sup>
TOTAL	108,107.20	13,948.00	138,850. <sup>00</sup>	10,724. <sup>00</sup>

## TOTAL BID PRICE FOR PRIMARY BID

\$108,107 DOLLARS AND 20 CENTS

## TOTAL BID PRICE FOR ALTERNATE 1

\$13,948 DOLLARS AND 00 CENTS

## TOTAL BID PRICE FOR ALTERNATE 2

\$138,850 DOLLARS AND 00 CENTS

## TOTAL BID PRICE FOR ALTERNATE 3

\$10,724 DOLLARS AND 00 CENTS

UNIT PRICE FOR ADDITIONAL GRAVEL \$20.65 PER TON.

BIDDER understands that the County reserves the right to reject any or all bids and to waive any informality in bidding.

The bidder agrees that his bid shall be good and may not be withdrawn for a period of THIRTY (30) days after the scheduled closing time for receiving bids.

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 \_\_\_\_ day of \_\_\_\_\_, 2014, by and between Moretz Paving, Inc., a licensed North Carolina General Contractor (hereinafter referred to as "Moretz") and Watauga County (hereinafter >County=);

The County, being the owner of a certain tract of land known as Rocky Knob Park located in Watauga County, North Carolina, is desirous of having the parking area and road surfaces located therein paved with asphalt.

W I T N E S S E T H :

WHEREAS, the County, being the owner of the property described above, desires to have such areas paved in accordance with the request for bids issued by Watauga County; and

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

WHEREAS, Moretz was the lowest responsive responsible bidder;

WHEREAS, the principal of Moretz is a general contractor and Moretz hereby undertakes 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 to be performed; and

WHEREAS, the purpose of this contract is for Moretz to work on this project to completion and to represent and advocate for the County's interests among subcontractors, contractors, and suppliers in the completion of paving and pavement markings pursuant to the specifications and provisions set forth in the contract proposal and bid documents;

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

1. Moretz shall fully complete and install parking lots pursuant to the specifications and provisions set forth in the contract proposal and bid documents. Moretz shall work on this project to completion and shall be paid the following sums upon the completion of the work, using Alternates 2 and 3 from the bid packet, to the satisfaction of the County: \$121,820.00. This entire project, inclusive of the materials shall be for a sum not to exceed the total sum of one hundred twenty-one thousand eight hundred twenty dollars (\$121,820.00) which shall include all fees and expenses of Moretz all equipment, and all materials necessary to perform all work as set forth above. Only materials of the highest quality shall be supplied or used in this project. Moretz agrees to exercise a fiduciary duty to the County to see that all materials used are of highest quality, and that all work performed by

subcontractors, agents or employees is performed in a workmanlike fashion, free of defect, and in a manner so as to meet the specifications provided above.

Moretz agrees to reject and to immediately notify the County if any materials supplied by any entity or individual, if any work performed by any subcontractor, agent, employee, or professional is not in keeping with the highest standards of workmanlike performance and to exercise a fiduciary duty with respect to ensuring that County's best interests in this project are protected. The price above includes the costs of any and all additional consultants, subcontractors, or others on behalf of Moretz.

2. No work shall commence or proceed other than as set forth above unless such work is authorized in writing and signed by the County and Moretz which shall include a detailed statement of the additions to be performed and the amount of time to be spent on the additional features.

3. Completion of the total job is to be determined in the sole discretion of the Watauga County.

4. Moretz agrees to complete this project by September 15, 2014 It is the responsibility of Moretz to complete this project as scheduled and time is of the essence in the performance of this contract. If for any reason it appears that this project will be delayed, Moretz shall notify the County, in writing, as soon as possible with an explanation of the reason(s) for the delay. If the delay(s) is approved by the County, the schedule may be modified and the

agreement amended. Both failure to give the required notification of delay and failure to meet the completion deadline shall constitute failure to perform in accordance with the terms of this agreement and the agreement may be terminated in accordance with this agreement.

5. 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 the state Courts located in Watauga County, North Carolina shall be 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.

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

d. Provide and maintain, at Moretz's expense, such insurance as will protect Moretz and the County from claims under the Workman=s Compensation Act and such comprehensive general liability insurance as will protect the County and Moretz from all claims for bodily injury, death, or property damage which may arise from the performance of Moretz or by Moretz's employees during the course of Moretz'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. Moretz shall insure all materials and the premises and structure that is the subject of this contract until completion of the project and final payment by County. Moretz 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.

7. At all times relevant to this contract, Moretz shall maintain a North Carolina General Contractor's license.

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

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

10. Moretz 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.

11. Moretz warrants the materials used in this project to be of highest quality and fit and proper for the purposes which they are to be used. Where specifications are general in nature, all materials are to be equal to or exceed those specified.

12. Moretz 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.

13. Moretz 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.

14. 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.

15. 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  
814 West King Street, Ste. 205  
Boone, NC 28607

Moretz Paving, Inc.  
Post Office Box 270  
Zionville, NC 28698

16. Moretz 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. Moretz 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 Moretz or otherwise.

17. The County and Moretz 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 Moretz shall assign, sublet or transfer its interest in this agreement without the written consent of the other.

18. E-verify. The Contractor shall ensure its compliance with Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, Pub. L. 104-208, 110 Stat. 3009 and Article 2 of Chapter 64 of the North Carolina General Statutes. Contractor shall provide all documentation which may be requested by the County, including but not limited to completion of Form I-9 for Employment Eligibility Verification, affidavits of compliance with this act, and such other documentation as the County may request from time to time. The Contractor shall not knowingly hire for employment, employ, or continue to employ an unauthorized alien.

19. This agreement together with the Request for Proposals and the Proposal of Moretz represents the entire and integrated agreement, between the County and Moretz, and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written contract. To the extent anything contained in the Request for Proposals or the Proposal of Moretz conflicts with any provision of the contract, the terms of the contract shall control over the terms of the those documents. The Request for Proposals shall control over the Proposal of Moretz.

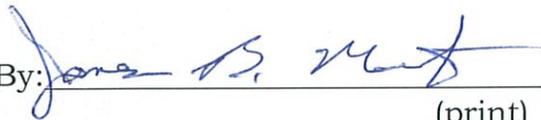
20. If any provision of this contract is unenforceable, invalid, or illegal, the remaining provisions will continue in full force and effect.

IN WITNESS WHEREOF the County and Moretz have executed this Agreement, the day and year first above written.

County of Watauga

Moretz Paving, Inc.

By: \_\_\_\_\_  
Nathan A. Miller, Chairman  
Watauga County Board  
of Commissioners

By:  \_\_\_\_\_ (print)  
Authorized Representative

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Anita Fogle, Clerk to the Board

By: \_\_\_\_\_  
Secretary of Moretz Paving, Inc.

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

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**AGENDA ITEM 6:****PLANNING MATTERS*****A. Secondary Roads Addition Request*****MANAGER'S COMMENTS:**

Mr. Furman, Planning and Inspections Director, will present a request from residents of the George Triplett Road (private) petitioning the North Carolina Department of Transportation (NCDOT) to add the road to the state-maintained system. The petition is attached, along with a map and aerial photo. The Board is requested to adopt the attached resolution (form SR-2) to move the petition forward. It is Mr. Furman's understanding that NCDOT has assessed the road and identified improvements needed to bring the road up to NCDOT standards, and that the residents have agreed to pay for the improvements.

Board approval is requested.

**North Carolina Department of Transportation  
Division of Highways  
Request for Addition to State Maintained Secondary Road System**

North Carolina

County: Watauga

Road Description: George Triplett Road - 3,900-ft. in length, off SR 1531 (Middle Fork Rd.)  
0.61 miles east of the intersection of US 321 and SR 1531 (Middle Fork Road)

WHEREAS, the attached petition has been filed with the Board of County Commissioners of the County of Watauga requesting that the above described road, the location of which has been indicated in red on the attached map, be added to the Secondary Road System, and

WHEREAS, the Board of County Commissioners is of the opinion that the above described road should be added to the Secondary Road System, if the road meets minimum standards and criteria established by the Division of Highways of the Department of Transportation for the addition of roads to the System.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of the County of Watauga that the Division of Highways is hereby requested to review the above described road, and to take over the road for maintenance if it meets established standards and criteria.

**CERTIFICATE**

The foregoing resolution was duly adopted by the Board of Commissioners of the County of \_\_\_\_\_ at a meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

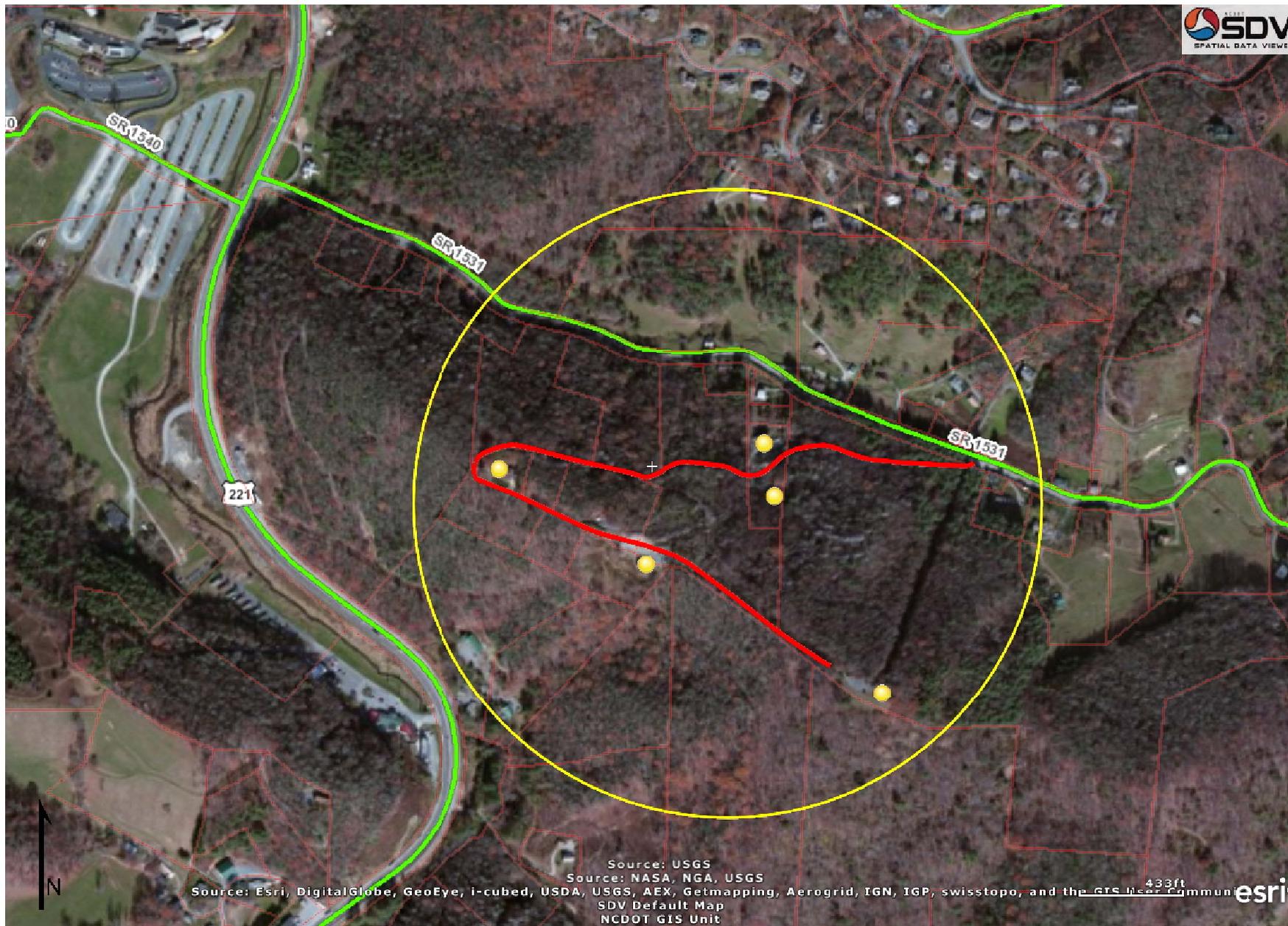
WITNESS my hand and official seal this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**Official Seal**

Clerk, Board of Commissioners  
County: \_\_\_\_\_

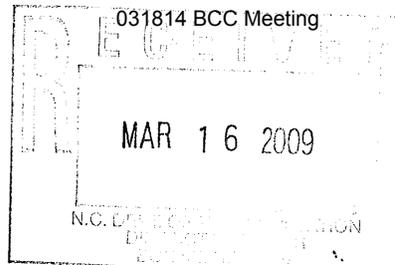
**PLEASE NOTE:**

**Forward direct with request to the Division Engineer, Division of Highways**





**North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition**



**ROADWAY INFORMATION:** (Please Print/Type)

County: Watauga Road Name: George Triplett Rd.  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: \_\_\_\_\_ Length (miles): 0.75 mile

Number of occupied homes having street frontage: 5.5 Located (miles): 0.75 mile

miles N  S  E  W  of the intersection of Route 221/321 and Route Middle Fork Rd  
(Check one) 4 houses, 2 apts, 1 summer home  
(SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of George Triplett Rd in Watauga County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Barbara T. Wilcox Phone Number: 264-2057

Street Address: 222 Sorrento Dr.

Mailing Address: Blowing Rock, NC 28605

**PROPERTY OWNERS**

Name	Mailing Address	Telephone
<u>Barbara T. Wilcox</u>	<u>222 Sorrento Dr. Blowing Rock, NC 28605</u>	<u>828-264-2057</u>
<u>Lynne Cletcher</u>	<u>1735 Deerfield Rd. Blowing Rock, NC 28607</u>	<u>828-264-3872</u>
<u>Timon Cletcher</u>	<u>1735 Deerfield Rd. Blowing Rock, NC 28607</u>	<u>828-264-3872</u>
<u>Richard C. Burt, Jr.</u>	<u>Blowing Rock, NC 28605 904 George Triplett Rd.</u>	<u>828-264-7544</u>
<u>Heather Anderson</u>	<u>293 West Triplett Rd.</u>	<u>828-264-3288</u>
<u>Betsy Triplett</u>	<u>680 George Triplett Rd. Blowing Rock, NC 28605</u>	<u>828-773-8809</u>
<u>Dennis Hodges</u>	<u>276 George Triplett Rd. Blowing Rock, NC 28605</u>	<u>828-264-9235</u>
<u>Ryan Ford</u>	<u>529 George Triplett Rd. Blowing Rock</u>	<u>828 719-7331</u>
<u>Bobby J. Wilcox</u>	<u>222 Sorrento Dr. Blowing Rock, NC 28605</u>	<u>828-264-2057</u>
<u>Linda J. Horton</u>	<u>238 Raven Laurel Drive Wilkesboro, NC 28697</u>	<u>336-973-8945</u>

Brick hse  
supplement

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Watanga Road Name: George Triplett Road  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: \_\_\_\_\_ Length (miles): 0.75 mile

Number of occupied homes having street frontage: \_\_\_\_\_ Located (miles): 0.75 mile

miles N  S  E  W  of the intersection of Route \_\_\_\_\_ and Route \_\_\_\_\_  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of George Triplett Rd in Watanga County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Barbara T. Wilcox Phone Number: 264-2057

Street Address: 222 Sorrento Drive

Mailing Address: Blowing Rock, NC 28605

**PROPERTY OWNERS**

<u>Name</u>	<u>Mailing Address</u>	<u>Telephone</u>
<u>Katrina Townsend</u>	<u>7412 Amaris Lane, Ral NC 27612</u>	<u>919-616-7575</u>
<u>Geord Townsend</u>	<u>7412 Amaris Lane, Raleigh, NC 27612</u>	<u>919-787-5243</u>

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: WATAUGA Road Name: GEORGE TRIPLET ROAD  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: \_\_\_\_\_ Length (miles): \_\_\_\_\_

Number of occupied homes having street frontage: \_\_\_\_\_ Located (miles): \_\_\_\_\_

miles N  S  E  W  of the intersection of Route \_\_\_\_\_ and Route \_\_\_\_\_  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of \_\_\_\_\_ in \_\_\_\_\_ County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: BARBARA T. WILCOX Phone Number: 828 264-2057

Street Address: 222 SORRENTO DR

Mailing Address: BLOWING ROCK NC 28605

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

P.W. CARTER

106 COVENANT WOODS DR, SALISBURY NC 28144

704-636-8764

North Carolina Department of Transportation  
Division of Highways  
Petition for Road Addition

**ROADWAY INFORMATION:** (Please Print/Type)

County: Watauga Road Name: George Triplett Rd.  
(Please list additional street names and lengths on the back of this form.)

Subdivision Name: \_\_\_\_\_ Length (miles): 0.75

Number of occupied homes having street frontage: 5.5 Located (miles): 0.75

miles N  S  E  W  of the intersection of Route 221/321 and Route Middle Fork Rd.  
(Check one) (SR, NC, US) (SR, NC, US)

We, the undersigned, being property owners and/or developers of George Triplett Rd. in Watauga County, do hereby request the Division of Highways to add the above described road.

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print/Type)

Name: Barbara Wilcox Phone Number: 828-264-2057

Street Address: 222 Sorrento Dr. B

Mailing Address: Blowing Rock, NC 28605

**PROPERTY OWNERS**

Name

Mailing Address

Telephone

7 Partners - Land opposite Burt home

Philip H. Whitener 6100 W. Friendly Ave Greensboro 336-297-9688  
Barbara B. Whitener 27410

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach four (4) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

**FOR NCDOT USE ONLY:** Please check the appropriate block

- Rural Road   
  Subdivision platted prior to October 1, 1975   
  Subdivision platted after September 30, 1975

**REQUIREMENTS FOR ADDITION**

If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. The right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

General Statute 136-102.6 (see page 29 for Statute) states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>
<i>George Triplett Rd</i>	<i>5.5</i>	<i>0.75</i>			

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## **AGENDA ITEM 6:**

### **PLANNING MATTERS**

#### ***B. Middle Fork Greenway Engineering Recommendation***

#### **MANAGER'S COMMENTS:**

Mr. Furman recently received Statements of Qualifications from three engineering firms in response to the Request for Qualifications (RFQ) seeking a firm to provide construction administration for the Middle Fork Greenway project. Bids for the construction of the greenway are due March 21st. Pursuant to NCDOT requirements, the selected engineering firm must be "pre-qualified" by NCDOT to perform the necessary construction oversight, materials measuring and testing, and eligible for contract award. Responses were received from McGill Associates, Vaughn and Melton and Blue Ridge Environmental Consultants. McGill Associates and Vaughn and Melton are pre-qualified; Blue Ridge Environmental Consultants is in the process of pre-qualifying. Upon review of the qualifications of the three firms, McGill Associates and Vaughn and Melton have the most relevant experience with similar projects. Neither of the firms prepared the construction plans or bid documents; the firm that did so is not NCDOT pre-qualified. Mr. Furman is recommending Vaughn and Melton based on experience and the presence of a local office in Boone. This is consistent with the Commissioners' desire to work with local companies, and would also save on travel costs.

Mr. Furman requests the Board select Vaughn and Melton to provide construction administration for the Middle Fork Greenway project. Upon Board approval, Mr. Furman will negotiate a contract and if unable to do so will initiate contract negotiations with the next best qualified firm. Approval will allow for both engineering and construction costs to be determined for comparison to the amount of grant funds available. Provided there are sufficient grant funds, Mr. Furman will plan to request approval of both engineering and construction contracts at the April 1st Board of Commissioners meeting.

Board action is requested to select Vaughn and Melton to provide construction administration for the Middle Fork Greenway project and authorize Mr. Furman to negotiate a contract to be approved along with the construction contract pending adequate grant funds at the Board's April 1, 2014 meeting.

Board direction is requested.



# CONSTRUCTION ADMINISTRATION FOR MIDDLE FORK GREENWAY PHASE I



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<b>Section II:</b> Overview and History of the Firm	3
<b>Section III:</b> Similar Project Experience	4
<b>Section IV:</b> Overview and Methodology of Approach	10
<b>Section V:</b> Key Personnel	13
<b>Section VI:</b> Client References	19
<b>Section VII:</b> Litigation History	20
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<b>Section IX:</b> RS-2 Forms	22-23



## Vaughn & Melton

Consulting Engineers  
324 Highway 105 Extension, Suite 5  
Boone, NC 28607  
(828) 355-9933  
www.vaughnmelton.com

Mr. Joe Furman, Director  
Watuaga County Planning and Inspections Department  
331 Queen Street, Suite A  
Boone, North Carolina 28607

March 5, 2014

**Re: CONSTRUCTION ADMINISTRATION FOR MIDDLE FORK GREENWAY PHASE 1**

Dear Mr. Furman:

V&M has had the privilege of working for various counties, cities and towns in North Carolina that are similar to Watuaga County for the past 27 years. Our firm has been providing professional services for the NCDOT from our Asheville office for the past 26 years, from our Charlotte office for 10 years, and most recently **from our LOCAL Boone office for the past three years.** We recently completed a project containing sidewalks, **a bike lane,** and a roadway for which **we provided construction administration and CEI services** to the Town of Boone along Wilson Road, which was a project that we also designed and surveyed. We have also provided Bessemer City with design, **CEI, and construction administration services** for a streetscape project on Virginia Avenue. Over the life of each of our local government CEI projects, V&M has collaborated and worked closely with the various local engineering and inspection departments and project managers. V&M currently has over 30 CEI staff who are all NCDOT certified in numerous CEI disciplines and work exclusively on NCDOT projects. **Our extensive CEI staffing capacity ensures that we will be able to provide the required staffing numbers and Technician Levels during this contract.**

**Statement of NCDOT Registration** - V&M was approved for requalification as private consulting firm by the NCDOT on January 15, 2014. V&M is prequalified in the required discipline per this Request for Qualifications (00195 - Roadway Construction Engineering and Inspection) and has provided these CEI services on literally hundreds of NCDOT projects. Our CEI inspectors also have extensive experience in culverts and streambank restorations making them an invaluable asset on a project like this.

**Client & Contractor Communication Through Construction Process** - V&M knows a constant and open line of communication is key to the success of any project. V&M CEI personnel are in constant communication with the Contractor, Municipal Project Managers, NCDOT staff and/or V&M's Project Manager. When situations arise during construction that require the NCDOT's attention V&M's CEI staff will communicate with Watauga County Staff immediately in order to prevent the project from being put on hold. V&M will also conduct monthly progress meetings with the Contractor and Watauga County Staff to discuss construction progress, any potential change orders, monthly pay requests and any other issues that need to be resolved.

**CEI Requirements for NCDOT Projects with FHWA Funding** - V&M has worked on projects that both the NCDOT and the FHWA-North Carolina Division have been a part of. We are well versed with the requirement that all Federal-aid projects be designed and construction managed in accordance with the NCDOT Enhancement Program Project Manager's Guide.

**Team Location** - Our Boone office is located within 3.5 miles of the project site. Therefore as project manager I will be available to V&M's CEI staff and Watauga County immediately.

Our team is excited about the opportunity and ready to provide CEI services to Watauga County for this greenway project. The V&M team is the best fit for this project **due to our local Boone office, our large CEI staff with numerous NCDOT certifications and our 26 year history of providing the NCDOT with quality CEI services.**

Sincerely,

VAUGHN & MELTON CONSULTING ENGINEERS



Frank J. Gioscio, PE

Project Manager

**(828) 355-9933 (office) (828) 434-0840 (cell)**

**[fjgioscio@vaughnmelton.com](mailto:fjgioscio@vaughnmelton.com)**

**BRIEF OVERVIEW AND HISTORY OF THE FIRM**

V&M is a company with over 45 years of experience in Design and Construction of Transportation Facilities, including Greenways and other pedestrian and bicycle improvement projects. The firm has been providing Construction Contract Administration and Inspection Services for NCDOT and FHWA funded projects for almost 30 years in Western North Carolina since the opening of our Asheville office 1986. The firm made a larger commitment to the Western North Carolina region by opening our LOCAL office in Boone in 2011. **V&M hired the Boone office manager Frank Gioscio, PE, a retired NCDOT Resident Engineer, in order to expand our services in the Boone and Watauga County area.**

**Mr. Gioscio is quite familiar with the requirements of record keeping required for this type of project and was recently praised by FHWA for his record keeping on the Wilson Drive project for the Town of Boone where V&M provided design, contract administration and inspection services for this NCDOT enhancement project.**

**As for V&M's commitment to Watauga County on the Middle Fork Greenway Phase I project we offer these unique qualifications:**

***Over 30 full time NCDOT certified construction inspectors currently working in Western North Carolina, several working in Watauga County, and any of which are quite capable for this project. Many of our inspectors are Erosion Control Level II certified which is very important since a NPDES Storm water permit is required for the project.***

***Our Project Manager and Office Leader, Frank***

***Gioscio, is very familiar with NCDOT requirements for this type of project and he is located 3.5 miles from the project site.***

***Our familiarity with the history of the Middle Fork Greenway, a 6.5 mile trail that will ultimately connect Boone to Blowing Rock with a multi-use Greenway Trail.***

All of the CEI staff proposed by V&M have performed inspection, materials sampling, materials testing, survey grade verification, documentation of pay quantities, erosion control and permit compliance, safety compliance, and/or claims avoidance by proper contract administration. **The technicians we have proposed for this project are trained, qualified, and certified by the National Institute for Certification in Engineering Technologies (NICET) or have an approved combination of education, experience, and training.** V&M covers all fees associated with training and certification for our construction inspectors. We continue to provide our inspectors with the training, tools, and time to renew their various NCDOT and other CEI certifications as needed. **As an additional benefit, several of the named V&M employees have performed as survey crew members for the Route Location & Surveys Department on construction stakeout projects for NCDOT, ensuring they can provide surveying and surveying grade verification as required.**



# Wilson Drive Improvements

Town of Boone, North Carolina

## Owner/Client

Greg Young  
Town Manager  
567 West King Street  
Town of Boone, NC 28607  
828.268.6200

## Services Provided

- Land Surveying
- Utility Coordination
- Box Culvert Extension Design
- Civil Design
- Multi-Use Trail Design
- Drainage Design
- Hydraulic Analysis
- Construction Drawings
- Construction Documents
- Bid Handling
- **Construction Engineering and Inspection (CEI)**
- **Construction Contract Administration**

## Project Team & Location

Frank Gioscio - Boone  
Larry Gipe - Asheville  
Bill Shoupe - Boone

## Public Agencies

NCDOT, FHWA and Town of Boone

## Construction Cost

\$272,377

## Length

0.18 mile

Vaughn & Melton was selected by the Town of Boone to design a widening and improvement of a local primary connector route, Wilson Drive. The road, which connects NC 105 to Winklers Creek Road, and the Boone Mall, had seen a drastic increase in traffic volume. The Town of Boone had



Existing Conditions Pre-Construction Photo

developed a **master greenway plan**, calling for more pedestrian and bicycle-friendly routes through much of the area. **The goal of the Wilson Drive widening was to make allowances for bicycle traffic. Funding for the project would be accomplished through the North Carolina Department of Transportation enhancement program, utilizing federal funds.**

Several challenges were presented in the preliminary phases of this work. Within the limits of the project was the Hodges Creek crossing, **an existing reinforced concrete box culvert**. This culvert would need an extension due to the widening, but this additional cost pressed the Town's budget severely. Many other options were developed and fleshed out, including lane width reduction and retaining walls. However, in the end, no alternate solution would prove satisfactory in lieu of the culvert extension.

V&M's services on this project included roadway design, intersection design, drainage design, structural design and hydraulic analysis for the culvert extension, surveying, utility coordination, bid document development, and bid handling with a recommendation of award to the Town. Subconsultant services included geotechnical investigation and planning document (a categorical exclusion). V&M led the project management efforts, coordinating all work for the Town of Boone. We coordinated with the NCDOT for this project.

After the design was completed, the Town of Boone selected V&M for contract administration and **construction oversight**. **V&M's NCDOT certified inspectors were on site for all the major construction activities. The contract administration was handled out of V&M's Boone office giving the Town of Boone a local presence for the engineering, surveying, and inspection for their project.** The project was constructed in 2013.



## City of Marion Hike/Bike Trail

Marion, South Carolina

### Owner/Client

City of Marion  
P.O. Box 1190  
Marion, SC 29571  
843-243-5961

### Project Team & Location

Jerry Carter - Spartanburg

### Services Provided

- Surveying
- Design
- **Contract Administration**
- **Construction Engineering and Inspection (CEI)**

### Dates

2007-2008

### V&M Fees

\$22,000

### Construction Cost

\$200,000

### Public Agencies

SCDOT

Project Schedule:  
Design - 3 months  
Construction - 9 months

Your project...Our promise.

Vaughn & Melton was selected to provide professional surveying, engineering design and **construction inspection services** for a transportation enhancement streetscape project along Bobby Gerald Highway for the City of Marion, South Carolina. The intent of the project was to provide for safer pedestrian travel along an old abandoned railroad bed. The project extended the **multi-use hike/bike trail** from the end of the existing trail to the old railroad depot. **In light of sustainability and environmental concerns**, care was taken in the design to keep and protect all current landscaping while meandering through the existing



trees. V&M also included new landscaping and street lights to add beautification along the project corridor maintaining consistency of fixtures and plant types. **One special consideration during the design of this project was the crosswalk section which needed to withstand vehicular traffic.** This area required additional depth

and enhanced strength concrete. ADA requirements were met and exceeded all through this project with special consideration for access to the trail and other facilities such as the ball field. The drainage along this corridor was also designed to minimize impacts to the existing landscaping, trees, environment and existing facilities. Completed in 2009, this hike/bike trail extension is now a proud addition to the City of Marion's attractions and facilities.



	
<b>Owner/Client</b>	
Town of Maggie Valley Mr. Mike Mehaffrey Public Works Director 828.926.0866	
<b>Project Team &amp; Location</b>	
Russell Webb, PLS - Asheville Jason Bartley, EI - Asheville	
<b>Services Provided</b>	
<ul style="list-style-type: none"> <li>Contract Administration</li> <li>CEI</li> </ul>	
<b>Construction Cost</b>	
\$1.35 million	
<b>Public Agencies</b>	
NCDOT, Town of Maggie Valley, NCDENR	
<b>Length</b>	
1.8 mile	

## Moody Farm Roadway Sidewalk & Pedestrian Bridges

Maggie Valley, North Carolina

Administered contract and provided construction observation and materials inspection on Moody Farm Road for the Town of Maggie Valley in Haywood County. The Town received funding for this project in order to provide pedestrians with a safe walking route along busy I-26 in Maggie Valley. The project included sidewalks, curb and gutter, a complete storm drainage system, two pedestrian bridges and pavement widening. This project was constructed utilizing NCDOT's Standard Specifications, minimum sampling guide, and construction manual. The project was 1.8 miles in length, and this work was constructed utilizing American Recovery and Reinvestment Act (A.R.R.A.) Funds with a project cost of \$1,350,000 and was completed in the spring of 2011.



	
<b>Owner/Client</b>	
City of Kingsport Ms. Sandra Crawford (423) 229-9419	
<b>Project Team</b>	
<i>Project Manager:</i> Roger Long - Knoxville	
<b>Services Provided</b>	
<ul style="list-style-type: none"> <li>CEI</li> <li>Materials Testing</li> </ul>	
<b>Dates</b>	<b>Project Length</b>
2009	2 miles

## Greenbelt Pedestrian Trail CEI

Kingsport, Tennessee

V&M was selected by the City of Kingsport for construction engineering inspection and materials testing for a 0.5 mile greenbelt pedestrian trail. Other inspection also included a 50-foot timber pedestrian bridge constructed on-site. Construction management services were completed in accordance to TDOT's Local Government Guidelines.





# Kingston Greenways

Kingston, Tennessee

## Owner/Client

City of Kingston, Tennessee  
David Bolling, City Manager  
(865) 376-6584

## Project Team & Location

Danl L. Hall, P.E., PLS - Knoxville  
Andrew Hutsell, PE - Knoxville  
Danny Worley, RLS - Knoxville  
William "Ed" Morgan - Knoxville

## Services Provided

- Multi-Use Trail Design
- Surveying
- Civil Design
- Erosion control
- Hydraulic design/  
Hydrologic design
- Environmental clearances (NEPA)
- **Construction Engineering and Inspection (CEI)**
- **Contract Administration**

## Construction Cost

\$2.5 million

## Public Agencies

TDOT, FHWA and Kingston City Council

## Length

2 miles

Your project...Our promise.



Vaughn & Melton was contracted by the City of Kingston to provide survey, design and **construction inspection services** for

approximately two miles of a rural greenway system located within the city's Ladd Landing development.

The purpose of the project was to provide scenic multimodal alternative transportation routes from three separate ties at Ladd Landing Boulevard to parks within the Ladd Landing development area or to other area transportation facilities. **All three greenways are 10' wide asphalt paved facilities with 2' graded shoulders.** These routes provide access to parks, recreation, retail opportunities within Ladd Landing and offer an enhancement to the quality of life for the residents of Kingston. The following is a description of the proposed greenway routes:

- **Greenway A** is approximately 6,820' long and follows the graded roadbed of High Tower Street to the north property lines of tracts fronting Oak Terrace Cove, the south right-of-way of Ladd Landing Boulevard and Waterford Place, thence crossing Regent Street to a proposed park with public parking in the center of Richmond Row.
- **Greenway B** is approximately 820' long and provides a grade separated link between Greenway A and westbound Ladd Landing Boulevard.
- **Greenway C** is approximately 2,240' long and provides an alternative transportation link between Ladd Landing Boulevard (west of the Northbridge Close cul-de-sac) and North Kentucky Street (U.S. 70) adjacent to Fleet Street. It will pass under the U.S. 70 Bridge over the Clinch River (Watts Bar Reservoir) at an elevation above the regulatory flood water surface elevation.

This project was funded through TEA-21 enhancement grants. **V&M provided project management services in accordance with the TDOT's Office of Local Programs Local Government Guidelines.**



## City of Harrogate Greenway

Harrogate, Tennessee

### Owner/Client

City of Harrogate  
Edwin Robinson  
(423) 869-0211

### Project Team

*Project Manager:*  
John Schneider, PLS - Middlesboro

### Services Provided

- Greenway Design
- Survey
- CEI

### Dates

2010-Ongoing

### Project Length

2 miles

### Total Project Cost

N/A

### RELEVANT POINTS

- Federal Funding Trail Standards
- Route Selections
- ADA Compliant Issues
- Multiple Agencies
- Drainage Issues



Vaughn & Melton was selected by the City of Harrogate to provide survey, design and **construction management (CEI) for a greenway** from HY Livesay Middle School to Cumberland Gap High School, a length of approximately two miles.

This project includes: routing design and preliminary engineering for Phase IV of the Daniel Boone Greenway, survey, design and **construction inspection throughout the life of the project in accordance to the TDOT Local Programs and Guidelines.**

Engineering services includes selection of a project corridor along with alternate locations within this corridor. Factors considered during the preliminary phase included clearzone requirements with respect to existing roadways, drainage, existing utilities, and existing features that could be utilized for the multi-use path.

Surveying needs associated with this project were all acquired by means of an actual ground survey rather than by aerial photography. Vaughn & Melton crews utilized GPS receivers to establish a control network by which all of the necessary field information was obtained. Conventional surveys along with RTK satellite surveys were used to obtain pertinent information.

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# Greenway Trail Pedestrian Bridge

Boone, North Carolina

## Owner/Client

Boone Public Works Department  
Eric Gustavson  
828-262-4547

## Project Team & Location

Frank Gioscio - Boone  
Larry Gipe - Asheville

## Services Provided

- Land Surveying
- Structural Design
- Civil Design
- Hydraulic Analysis
- Construction Drawings
- Construction Documents
- Bid Handling
- **Construction Engineering and Inspection (CEI)**



Vaughn & Melton was selected by the Town of Boone, North Carolina to lead in the design of a **new pedestrian bridge over the South Fork of the New River in a downtown greenway park**. The Town's desire was to enhance this park with upgraded walking trails, capitalizing on previously untapped areas within the park system.

The starting point was land surveying, which would be essential in locating the connecting points of the trail where it crossed the river. Existing abutments still remained from an old crossing. The alignment chosen crossed the river at about a 30 degree skew, providing a comfortable transition between the two adjoining trail heads. This alignment also prevented a large cherry tree on the west bank from being removed.

V&M then began hydraulic/hydrologic analysis, determining the bridge elevation that would be required to maintain a "no-rise" situation regarding the design flood elevation. HEC-RAS modeling was utilized for this effort.

The result was a 95-foot bridge, with a prefabricated truss span and breastwall abutments. These supports were not small. With bedrock at an intermediate depth, pile foundation would have proven unstable. Additionally, scour was a major concern. Therefore, a footing keyed into rock was chosen as the most suitable foundation. The resulting abutments were 16'-6" tall.

V&M then worked with the Town of Boone to pre-select bidders for the span, receive and review bids, and recommend award. Steadfast Bridge was the low bidder and was chosen to provide the superstructure. During construction, V&M provided surveying support for construction stakeout, as well as **inspection during construction**.

## Public Agencies

Town of Boone

## Length

95 feet

Your project...Our promise.

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V&M has detailed the specific tasks we propose to accomplish with your project. We will adhere to the County/NCDOT Locally Administered Project Agreement requirements to insure your project achieves compliance with the guidelines as set forth in your agreement with the NCDOT.

**V&M understands that time is of the essence in regards to providing CEI inspection on this project as the construction must be substantially completed by October 15, 2014. As a benefit to Watauga County, we have a local project manager and a large staff of CEI inspectors that are either located in the Boone area or within an hours' driving distance of the project site. We can provide this project with CEI staff within the requested time constraints and have done the same on many other projects.**



*Existing Portion of the Greenway and the Middle Fork Creek*

V&M will offer project administration and construction management services in accordance with the requirements set forth by the County and NCDOT. Our services will include all applicable steps as outlined in the contract proposal.

The general scope of work and schedule will be as

follows:

- Provide project administration & coordination with Watauga County Department of Planning & Inspections
- Conduct progress meetings
- Conduct erosion control & preconstruction meetings
- Provide inspection services for conformance to plans and specifications
- Conduct field surveys as needed for quantities, construction layout, etc.
- Distribute, review and approve shop drawings.
- Provide testing for materials acceptance (as needed).
- Document & assemble quantities for monthly progress payments
- Distribute correspondence between V&M, contractor & Watauga County Department of Planning & Inspections
- Provide engineering and contract management services throughout the construction phase, including, but not limited to any necessary change orders, material testing, resident inspection, and processing the contractor pay requests.
- Provide inspection services for conformance to plans and specifications for all paving, structures, streambank restoration and speciality items that are being incorporated into the project.
- Provide erosion and sediment control inspection services in accordance with applicable permit requirements.
- Provide inspection services for all materials fabricated off-site.
- Provide a designated materials testing laboratory for all applicable testing requirements.
- Check contractor's payrolls and conduct employee interviews for contract compliance.

- Provide final inspection and close out the project.
- Prepare a compilation of final project records upon completion of project.

**We know how important Environmental Responsibility will be on this project due to the NPDES Stormwater Discharge permit.**



*Portion of Middle Fork Creek Adjacent to Proposed Trail*

V&M will review all environmental permits and erosion control plans with all project personnel. It is the responsibility of V&M to insure that personnel are familiar with environmental laws and have properly trained personnel available to follow through on the installation, inspection and compliance with the Erosion Control plans. V&M personnel will keep Erosion Control plans in accordance with the permits and current policy. Our certified inspectors will monitor the contractor's erosion control and practices daily to make certain that sediments are controlled during construction. Inspectors will make certain that inlets are protected during construction and during drainage modification work to ensure erodibles do not infiltrate the existing stormwater system and any protected waters. We will also make sure that all documentation related to the rainfall and the maintenance of erosion control items is properly performed. We take our responsibility

to the environment very seriously and will take all steps necessary to ensure that no Immediate Correction Action (ICA's) or Notice of Violation's (NOV's) are issued for this project.

**Claims:** V&M will provide personnel with the understanding of the different types of claims for compensation and how time extensions are provided. V&M personnel will keep Watauga County and NCDOT aware of claim potential. Claims will be documented and kept in accordance with Watauga County and NCDOT policy. V&M's philosophy to Claims Avoidance on projects is:

- Build good relationships with all the project stakeholders.
- Detailed documentation and pictures.
- Quick response and solve issues before they grow into larger and costly issues.
- Communication.

**Project Delivery:** The V&M Team will serve as an extension of Watauga County and NCDOT to ensure that this greenway is constructed to reasonable conformity per all contract documents. The most important aspect of project delivery is efficient communication between team members throughout the project. Our general approach to these projects includes:

#### **Construction**

- Construction inspections will be documented in accordance with Watauga County and NCDOT procedures.
- Keep everyone aware of safety operations and environmental permits.
- Analyze the Maintenance of Traffic Plan.
- Advise the Contractor of all required corrective actions, document actions taken.
- Participate in periodic construction progress

meetings to discuss all aspects of on-going construction.

- Assist Watauga County and NCDOT in analyzing the merit of all Contractor claims as necessary.
- Prepare detailed documentation as needed to assist Watauga County with claim negotiations.
- Track quantities and assist with monthly estimates that are coordinated with the Contractor.
- Provide Watauga County and NCDOT with timely recommendations regarding construction and design issues, if needed.

**Post-Construction**

- Assist in data gathering for the Final Estimate package within the established timeframe.
- Archive all project records and documents for easy transfer to Watauga County and NCDOT.



*Existing Culvert Crossing - The proposed trail will go under existing US 321 inside this culvert.*



*Existing Trail Portion with Split Rail Fencing*



*Close Up View of the Existing Culvert Crossing*



*Portion of the Existing Trail on a Curve*

3PP41.14

## ► Vaughn & Melton

### Frank J. Gioscio, Jr., PE :: Project Manager



#### Education

BSCE - Civil Engineering  
North Carolina State University - 1983

#### Registration

Professional Engineer, 2005  
• NC #030982

#### Organizations

Frank J. Gioscio, PE served on the Watauga County Planning Board from March 2011 through March 2013.

Mr. Gioscio joined V&M as a retired resident engineer with the NCDOT with over 27 years of transportation construction experience. He held the position of assistant resident engineer and resident engineer where he supervised various engineering, clerical, and transportation technicians. The number of employees he supervised ranged from 16-20. Mr. Gioscio has been involved with a wide variety of highway construction projects including; major grading, bridges, box culverts, roadway, paving, stream restorations, safety improvements, pavement markings, traffic control, erosion and environmental concerns.

#### RELEVANT PROJECT EXPERIENCE AT V&M

**Town of Boone, NC Wilson Drive Culvert Extension and Road Widening:** Provided the Town the required project management expertise in accordance with NCDOT established procedures. Duties included the supervision of a NCDOT certified project inspector that performed various tests, collected samples for testing, kept daily project records, etc. Maintained a set of project files for the Town in strict accordance with NCDOT standard file keeping procedures. Provided project site visits for construction monitoring purposes, ensuring the contractor constructed the project in accordance with project plans and contracts. Mr. Gioscio served as the Town of Boone's resident engineer in the field.

**NCDOT Division 11 Design-Build Bridge Replacement Projects, Various Counties, NC:** Mr. Gioscio is the project manager for this NCDOT Design Build Project for ten separate structure replacement sites in Alleghany, Ashe, Avery, and Wilkes Counties. His duties include but are not limited to the following: V&M staff accountability, scheduling, making/keeping deadlines in the design process and with preparation of submittals, billing, communication with NCDOT, coordination of design efforts between V&M and the prime contractor, coordination of project construction and engineering inspection services, ensuring all utilities are not in conflict with the construction activities, and preparation of supplemental documents required by NCDOT for project completion. All of the sites contain small single span structures that are to be replaced with reinforced concrete box culverts, three sided precast concrete box culverts, or corrugated steel pipe arches. There are

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*Resume Continued*

▶ **Vaughn & Melton**

**Frank J. Gioscio, Jr., PE :: Project Manager**

challenges that the Team faces in both the design and construction phases due to the new structures' location in and around trout streams, wetland areas and scenic river (New River) which poses environmental challenges, replacing the existing structure in a relatively small area, right of way issues, and tight time frames for project delivery and completion. Innovative design and construction methods are included in order to protect the environment and create an environmentally acceptable result. V&M's services have included Bridge and Roadway design, hydraulic and drainage design, surveying, SUE, erosion control plans, traffic control plans, utility coordination and design, right of way acquisition, and CEI services.

**PREVIOUS RELEVANT PROJECT EXPERIENCE AT NCDOT**

**Resident Engineer, NCDOT :** Coordinated all activities involved with the contract administration of highway construction projects. Ensured compliance with plans, contracts, specifications, special provisions, local laws and ordinances, etc. At times, the total project value exceeded \$90 million. Coordinated all daily activities of NCDOT employees including training, personnel matters, assignments and acted as a liaison between contractors, department staff, and public.

**Assistant Resident Engineer, NCDOT:** Mr. Gioscio aided in the administration of contract construction projects, ensuring compliance with specifications, special provisions, contracts, related standards, and all local laws and ordinances. He also aided and assisted lower level technicians with proper documentation procedures and contract enforcement. He performed various duties as assigned by the resident engineer and supervised 0-15 inspectors.

**U-4020 US 421 / King Street, Boone, NC – Watauga Co., NC :** NCDOT Resident Engineer for construction of 1.5 mile of urban highway widening. The project consisted of widening, retaining walls, paving, complex traffic control plans, and water and sewer line installation.

**R-529BA & BB US 421, Watauga Co., NC:** NCDOT Resident Engineer for a major grading highway construction multilane divided highway. This was an approximate 9 mile project on new location that included grading, paving, box culverts, traffic control, trout stream relocation / restoration, etc.

**Your project...Our promise.**



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V&M's ability to manage over 35 CEI technicians for multiple projects with a construction value over hundreds of millions of dollars demonstrates **that we will perform at the highest level in a timely, efficient, and organized manner during this project.** Our Team has provided contract administration on numerous NCDOT, SCDOT, and municipal contracts and that knowledge will provide immediate translation to this project. All of our staff is aware of the importance of proper documentation by accurately completing daily inspector reports and project diaries. The inspectors will also record quantities of work completed by the Contractor on a daily basis. All of this information will be made available to the Construction Contract Manager for properly processing pay requests.

V&M's CEI department is one of the most coveted in the state due to the fact that **our CEI staff are highly trained, educated, and experienced in NCDOT protocols, procedures and requirements.** V&M fully supports our CEI staff in the pursuit of NCDOT CEI certifications by providing our staff with paid time off from work, paying for the required classes, tests and study materials and V&M's administration staff keep track of all of our CEI staffs' expiration dates on their certification to ensure that no one's NCDOT certifications lapse.

**The CEI staff we are showcasing within this document have completed greenway, sidewalk, bike lane and/or trail projects.** Our CEI staff have extensive experience in reading and interpreting these types of engineering plans and drawings due to many year's of providing CEI services on similar projects. Some of our CEI staff are also Engineering Interns or Professional Land Surveyors which means they also have experience in designing engineering and survey plans. This gives them an even more complete understanding of engineering plans, details, construction documents, specifications, and

drawings.

In regards to the NPDES stormwater permit on this project, **V&M has numerous inspectors that are trained and certified in Level II Erosion Control by the NCDOT as can be seen on our NCDOT certification chart on page 18.**

Due to the sometimes unpredictable nature of CEI work in regards to project schedules (weather delays, contractor delays, subcontractor delays, utility issues, etc), V&M's CEI staff is very flexible in regards to being able to fill in on projects where they are needed by the NCDOT, or local municipalities depending on the work. **That being said, we will strive to make the V&M CEI staff showcased in this proposal available for this project.** If they are needed on other NCDOT projects due to their specific experience, location or project schedule, **we will provide Watauga County with CEI staff that are well versed in the elements that make up this project** including but not limited to NPDES stormwater discharge projects and greenway, sidewalk, culvert, erosion control device, split rail fence, streambank stabilization and signage construction.

**Please see page 16 for an organizational chart illustrating our CEI staff capacity and page 17 for resumes of four of V&M's CEI inspectors that have previous greenway related experience.**



*Existing Trail Portion with Stormwater Pipe*



**PRINCIPAL-IN-CHARGE**

**V&M**  
Vaughn & Melton

**MICHAEL CALHOUN, PE**

- STAFF ACCOUNTABILITY
- HEAD OF THE CEI DEPARTMENT AT V&M

**PROJECT MANAGER**

**V&M**  
Vaughn & Melton

**FRANK GIOSCIO, PE**

- PRIMARY TEAM CONTACT
- Coordination with Watauga County
- SCHEDULE MONITORING
- CONTRACTUAL AGREEMENT

**CEI TECH I**

**V&M**  
Vaughn & Melton

LAWRENCE LUPINE (ASHEVILLE)  
JAMES CHANDLER (ASHEVILLE)  
MATT DAVIS (ASHEVILLE)  
WESTON MCKINNEY (ASHEVILLE)  
WADE BENFIELD (CHARLOTTE)

**CEI TECH II**

**V&M**  
Vaughn & Melton

BILL SHOUBE (BOONE)  
TODD DAVIS (BOONE)  
LARRY GIPE (ASHEVILLE)  
JEROME ADAMS (ASHEVILLE)  
TERRY WILSON (ASHEVILLE)  
BRAD WRIGHT (ASHEVILLE)  
DAVID SANFORD (ASHEVILLE)  
BENNY LOPP (CHARLOTTE)  
JEREMY FOX (CHARLOTTE)

**CEI TECH III**

**V&M**  
Vaughn & Melton

ROK KECK (ASHEVILLE)  
JEFF ANDERS (ASHEVILLE)  
DON AUSTIN (ASHEVILLE)  
RUSSELL WEBB (ASHEVILLE)  
WALLACE LOVELACE (ASHEVILLE)

**CEI TECH IV**

**V&M**  
Vaughn & Melton

JOHN PRATER, PE (ASHEVILLE)  
JASON BARTLEY, EI (ASHEVILLE)  
JAMES CANIPE (ASHEVILLE)  
DAVID JOHNSON (ASHEVILLE)  
BOB MORRISON (ASHEVILLE)  
JERRY SAYLES (ASHEVILLE)  
GARRY GIBBS (ASHEVILLE)  
DAVID PATON (CHARLOTTE)  
DONALD RUSSELL LLOYD (CHARLOTTE)

## Russell Webb, PLS - Tech III CEI Inspector



**Education** AS, Engineering Technology (Partial), Pasadena City College

**Registration** Professional Land Surveyor, 1983 NC #2877

Mr. Webb is a Technician III NCDOT certified inspector and Professional Land Surveyor who has been with V&M for 13 years, and has been performing CEI and surveying services for 35 years. He keeps thorough and diligent record keeping for contract administration. He has been devoted strictly to construction inspection on street/highway construction projects for several years. He has successfully completed NCDOT certification courses for inspection of: aggregate base course, asphalt paving, concrete, sanitary sewer, and storm drainage.

### Relevant Project Experience

**Moody Farm Roadway Sidewalk & Pedestrian Bridges - Maggie Valley, North Carolina:** Mr. Webb was one of the two V&M CEI staff who administered the contract and provided construction observation and materials inspection on this 1.8 mile stretch of road. The Town received funding for this project in order to provide pedestrians with a safe walking route along busy I-26. The project included sidewalks, curb and gutter, a complete storm drainage system, two pedestrian bridges and pavement widening. This project was constructed utilizing NCDOT's Standard Specifications, minimum sampling guide, and construction manual.

## Jason Bartley, EI - Tech IV CEI Inspector



**Education** B.S., Civil Engineering, 1998  
North Carolina State University

**Registration** Engineering Intern, NC; NCDOT EC Level II

Mr. Bartley has 11 years of experience with many facets of design and construction. His construction management experience includes a wide variety of NCDOT projects encompassing bridges, roadway, rough grading, erosion control, and other typical NCDOT contract items. Duties also included pay record book entries, compiling quantities for monthly estimates, implementing project plans and compliance with standard and project specific specifications.

### Relevant Project Experience

**Moody Farm Roadway Sidewalk & Pedestrian Bridges, Maggie Valley, NC** - Services included construction observation and materials inspection on this A.R.R.A project, which involved sidewalks, curb and gutter, storm drainage system, two pedestrian bridges and pavement widening.

**NCDOT - I-5109 - Interstate 40 from the Haywood County Line to Milepost 43.** Services included CEI services on this American Recovery and Reinvestment Act (A.R.R.A.) project, which involved milling, resurfacing, concrete pavement slab repair, concrete bridge deck repair and shoulder reconstruction. This project was shovel-ready and under construction in less than three months.

## Larry Gipe - Tech II CEI Inspector



**Education** AAS, Civil Engineering Technology, 1975,  
Asheville-Buncombe Technical Community College

Mr. Larry Gipe is a Technician II that has been with V&M for 15 years and has served as an inspector on many private and municipal projects, as well as for the NCDOT I-26 project in Madison County. He completed sidewalk inspection projects during his time working for the City of Asheville and more recently for V&M on a streetscape project located in Landrum, South Carolina. Mr. Gipe has over 26 years experience as an inspector and has all but four of the NCDOT certifications available to consultant CEI staff.

### Relevant Project Experience

**Greenway Pedestrian Bridge, Boone, NC:** Construction Observer serving as on-site inspector for a 95-foot pedestrian bridge over the South Fork of the New River within a downtown greenway park. The bridge had a prefabricated truss span and breastwall abutments.

**Hendrix St. Bridge over Allen's Creek in Haywood County, NC:** Inspected this project which included removal of existing two-lane bridge, grading, pile installation, end bent construction, drainage pipe installation, cored-slab installation, three-rail metal bar on bridge, curb and gutter and sidewalk installation, asphalt paving, bridge approach installation and permanent storm water treatment measures. This project was done to provide a safer roadway for traffic. Project completed in 2010.

## Bill Shoupe - Tech II CEI Inspector



**Education** Mayland Community College - Carpentry

**Certification** NCDOT EC Level II

Mr. Shoupe joined V&M in 2010 in order to provide debris removal monitoring for V&M's NCDOT Ice Storm Clean-Up effort in Watuaga County. He then worked on V&M surveys crew prior to being assigned to the NCDOT CEI project for Division 11 in Caldwell County, North Carolina. He has continued to work on various NCDOT CEI project since then.

### Relevant Project Experience

**Wilson Drive Improvements - Town of Boone, NC-** V&M provided turn-key services to widen and improve this local primary connector route. The road had seen a drastic increase in traffic volume. The Town of Boone had developed a **master greenway plan**, calling for more pedestrian and bicycle-friendly routes through much of the area. **Funding for the project would be accomplished through the NCDOT enhancement program, utilizing federal funds.** V&M provided contract administration and **construction oversight.** **Mr. Shoupe was one of the two V&M NCDOT certified inspectors on site for all the major construction activities which included a culvert, sidewalk and bike lanes.** The contract administration was handled out of V&M's Boone office giving the Town of Boone a local presence for the engineering, surveying, and inspection for their project. The project was constructed in 2013.

TEAM MEMBER NCDOT CERTIFICATIONS - VAUGHN & MELTON CEI STAFF																							
	Concrete Field Tech	Intro to Asphalt Pavements	QMS Roadway Tech	QMS Nuclear Density Tech	ABC Nuclear Density	Conv. Density	ABC Sampling	Borrow Pit Sampling	PC Concrete Pavement Tech	Chemically Stabilized Subgrade/Base	EC Level II	EC Level III	EC Level I	Bridge Coating Level 1	Concrete Batch Tech	Concrete Mix Design Tech	Work Zone Traffic Control	Pavement Marking	Level I Superpave Plant Tech	Level II Superpave Plant Tech	Mix Design Tech Superpave	Hydro-Demolition Modified Latex Overlay	
Jerome Adams	A	A	A			A	A	A			A		A	A									
Brandon Allen	A	A				A	A	A			A												
Jeff Anders	A	A	A			A	A	A					A										
Shawn Ausel	A													A									
Don Austin	A	A	A			A	A	A			A												
Jason Bartley	A	A	A			A	A	A			A			A									
Wade Benfield	A	A	A			A	A	A		A	A		A										
Dennis Bouton, PE	A											A											
Kenneth Brank		A	A	A												A					A	A	
Roger Buckner	A					A	A	A			A		A										
Chase Carver	A					A	A					A											
Matt Davis	A	A				A	A				A		A							A			
Todd Davis		A																			A		
Chris Duvall	A	A	A	A	A	A	A			A	A		A										
Jeremy Fox		A																			A		
Gary Gibbs	A										A		A	A									
Larry Gipe	A	A	A			A	A	A															
Dakota Goforth		A	A																				
Dewayne Goforth	A	A	A			A	A	A															
John Gordon		A																					
James Hinson	A	A				A	A	A															
David Johnson																							
Jacob Laughter	A					A	A	A															
Russ Lloyd	A					A	A	A															
Benny Lopp		A																					A
Lawrence Lupine	A	A				A	A	A			A		A										
Roger McGrady	A					A	A	A			A		A										
Bob Morrison	A	A	A			A	A	A			A		A										
Garry Moore														A									
David Patton	A																						
Donald Pletz	A					A	A	A					A										
John Prater	A										A	A											
Jerry Sayles		A	A			A	A	A															
Eddie Self	A	A	A	A		A	A	A			A		A										
Bill Shoupe	A					A	A	A			A		A	A									
John Slonnager, PE	A					A	A	A															
John Tingle	A	A	A	A		A	A	A			A		A										
Terry Wilson	A	A				A	A				A		A										
Russell Webb, PLS	A	A	A			A	A	A															
Brad Wright	A	A	A			A	A						A										
Ron Zietlow						A	A	A															

3PP41.14

Town of Boone
Project: Wilson Road for which V&M provided Contract Administration and Contact Management/CEI
Mr. Greg Young
Town Manager
Town of Boone 567 West King Street Boone, North Carolina 28607
phone: 828-262-4530
email: greg.young@townofboone.net

Town of Newland
Project: Wastewater Treatment Plant Upgrades and NCDOT Funded Enhancement Sidewalk Projects for which V&M provided Construction Administration and/or Inspection
Ms. Brenda Pittman
Town Administrator
P.O. Box 429 Newland, NC 28657
phone: 828-733-2023
email: brenda@newlandgov.com

Brunswick County H2GO
Project: Wastewater Treatment Plant Upgrades for which V&M provided Construction Administration and Construction Management (CEI)
Mr. Bob Walker, Director
Director
131 Lee Drive Leland, NC 28451
phone: 910-371-9921
email: bwalker@h2goonline.com

City of Hendersonville
Project: Various Water and Sewer Projects for which V&M provided Contract Administration and/or CEI
Mr. Lee Smith
Utilities Director
City of Hendersonville 145 Fifth Avenue E Hendersonville, NC 28792-4328
phone: 828-254-9646
email: lsmith@cityofhendersonville.org

Eastern Band of Cherokee Indians
Project: Wastewater Treatment Plant Upgrades for which V&M is providing Contract Administration Assistance
Mr. Ken Green
Manager and Lead Engineer Engineering Survey and Designer
PO Box 455 Cherokee, NC 28719
phone: 828-497-1892
email: kengree@nc-chokeee.com

A summary of V&M's Litigation History for the past 5 years is provided below. **We do not believe that these disputes will have any impact on our ability to provide Watauga County with construction administration and construction management/CEI services.**

**Roan County, TN, Circuit Court No. 14149**

Roy Edward Nail and wife Sharon Reva Nail filed complaint against City of Kingston for the unauthorized taking of land and clearing of trees on their property for construction of a pump station. City of Kingston filed a third party complaint against V&M as the designer of the project. The pump station was not constructed within the easement on plaintiffs property. V&M did not administer nor inspect the construction of the pump station. The case was settled out of court in 2010 through mediation.

**Knox County, TN, Circuit Court No. 2-98-12**

James McNabb filed complaint against the City of Knoxville, Ray Bell Construction and V&M for flood damage to property owned by Mr. McNabb allegedly due to construction of the First Creek Drainage Improvements. The claim alleges that concrete median barriers placed within the roadway to control traffic through the construction zone caused flooding of his property during two separate storm events. V&M prepared the construction plans but did not administer nor inspect the construction. The case is pending.

**Sevier County, TN Circuit Court No. 2012-0120-I and No. 2012-0121-IV**

Ashley Rickard Storey, et al and Daniel Harrison Eslinger, et al filed complaints against Crowder Construction Company, V&M d/b/a Flynt Engineering Company, Carpenter Wright Engineers and the City of Gatlinburg for the wrongful death of Storey and Eslinger due to the collapse of a wall of a wastewater holding tank. Storey and Eslinger were employees of Veiola, who contracted

with the City of Gatlinburg to maintain and operate the WWTP where the tank was located. Flynt Engineering Company designed and administered the construction of the tank which was built prior to V&M acquiring Flynt. V&M is named as a defendant because of this relationship. The case is pending.

**Marion County, SC, Twelfth Judicial Court Case Number 09-CP-33-176**

Donald L. Brown and L. D. Brown filed complaint against the South Carolina Department of Transportation, City of Mullins, Vaughn and Melton Consulting Engineers, and FBI Construction, Inc. alleging damage to their building caused by a drainage malfunction that was constructed during a streetscape project performed in the town of Mullins. V&M was brought into the case as the designer of the project. V&M did no full time CEI and only performed part-time CEI for invoicing purposes. The case against V&M was settled out of court in 2012.



*Existing Trail Portion Near the Beginning of the Project*

**FINANCIAL INFORMATION**

V&M has the financial ability to undertake this work and assume the liability. V&M has adequate professional liability insurance coverage exceeding the minimum amount of \$1,000,000 required by NCDOT. We also have an adequate accounting system to identify costs chargeable to the project. If requested, we are willing and able to furnish proof of both.

V&M's long tenured status of 46 years, coupled with our lack of debt, save for the operating line of credit of one month's billing, at a significant discount below prime, also qualifies us as a stable company. Also, our primary bank, First State Financial, is available to attest to that status, if needed.



*Wadsworth Trail - Spartanburg County : During Construction*



*Wadsworth Trail - Spartanburg County : After Construction*

**IN CONCLUSION**

V&M will provide Watauga County with some of the most qualified NCDOT certified CEI staff available in the local region. Our CEI staffs' experience on NCDOT projects, municipal projects, and greenway related projects teamed with our Project Manager's local familiarity and previous experience with NCDOT and FHWA project construction management record keeping will provide Watauga County with the best fit for this project.



*Dawkins Line - Rails to Trails  
Johnson, Magoffin & Breathitt Counties, Kentucky  
Before Construction*



*After Construction Trail View*



*After Construction Side View*

3PP4.1.14

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
PRIME CONSULTANT  
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY  
RACE AND GENDER NEUTRAL**

**Watauga County Construction Administration for Middle Fork Greenway Phase 1**

*TIP No. and/or Type of Work (Limited Services)*

Vaughn & Melton Consulting Engineers 61-0663508  
*(Consultant/Firm Name and Federal Tax Id)*

<i>SERVICE / ITEM DESCRIPTION</i>	<i>Anticipated Utilization</i>
00195 Roadway Construction Engineering and Inspection	100%
<b>TOTAL UTILIZATION:</b>	
<b>100%</b>	
<b>RECOMMENDED BY:</b>	
CONSULTANT: Vaughn & Melton Consulting Engineers	
	
*BY: L. DeWayne Brown, PE, PLS	
TITLE: Vice President	
SPSF Status:	Yes <input type="checkbox"/> No X

**“PRIME CONCONSULTANT” (FORM RS-2)**  
**RACE AND GENDER NEUTRAL**

**Instructions for completing the Form RS-2:**

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. \*Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

3PP41.14

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION  
SUBCONSULTANT  
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY  
RACE AND GENDER NEUTRAL**

**Watauga County Construction Administration for Middle Fork Greenway Phase 1**

*TIP No. and/or Type of Work (Limited Services)*

Vaughn & Melton Consulting Engineers 61-0663508

*(Consultant/Firm Name and Federal Tax Id)*

N/A

*(Subconsultant/Firm Name and Federal Tax Id)*

<i>SERVICE / ITEM DESCRIPTION</i>		<i>Anticipated Utilization</i>
N/A		0%
<b>TOTAL UTILIZATION:</b>		<b>0%</b>
<b>SUBMITTED BY:</b> SUBCONSULTANT: None	<b>RECOMMENDED BY:</b> CONSULTANT: Vaughn & Melton Consulting Engineers.	
		
*BY:	*BY: L. DeWayne Brown, PE, PLS	
TITLE:	TITLE: Vice President	
SPSF Status: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

**“SUBCONCONSULTANT” (FORM RS-2)**  
**RACE AND GENDER NEUTRAL**

**Instructions for completing the Form RS-2:**

1. Complete a Subconsultant Form RS-2 for each Subconsultant firm to be utilized by your firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Complete the Subconsultant/Sub Firm name and Federal Tax ID Number for the sub firm information.
5. Enter Service/Item Description – describe work to be performed by the Sub Firm
6. Enter Anticipated Utilization – Insert dollar value or percent of work to the Subconsultant/Sub Firm
7. \*Signatures of both Subconsultant and Prime Consultant **are required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection

3PP41.14

**AGENDA ITEM 7:**

**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., 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: Budget Amendments-FY 2013/14  
 DATE: March 12, 2014

The following budget amendments require approval of the Watauga County Board of Commissioners:

<u>Account#</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103839-386000	Rent		\$4,700
104288-469500	Contracted Services	\$4,700	

Per PARTF grant agreement and rent contract; to recognize revenue of AT&T cell tower rent at Rocky Knob. All funds must be used to offset the expenses at Rocky Knob.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103839-341100	Donations		\$99,597
104288-458000	Capital Outlay - Building	\$99,597	

Per Board action 3-4-14; to allocate funding for the bathroom construction contract and recognize donation from Watauga Count TDA to fund the cost of the restroom building at Rocky Knob Park.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103586-332006	SHIIP Grant		\$1,739
105550-449901	SHIIP Grant Expenses	\$1,739	

Per Board action 12-17-13; to recognize additional grant funds allocated by the State to Project on Aging for health insurance education.

**AGENDA ITEM 8:****MISCELLANEOUS ADMINISTRATIVE MATTERS*****A. High Country Classics Car Club Request*****MANAGER'S COMMENTS:**

The High Country Classics Car Club will request to use the Human Services parking lot for their annual charity car show. The Board approved for the Car Show to use the Human Services Center parking lot and facilities for a fee of \$200. The fee covers the cost of opening and cleaning the restrooms.

The Car Club would like to continue using the facility and is planning on holding the 10th annual High Country Classics Charity Car Show on June 14, 2014. The group is willing to once again pay the \$200 fee for opening and cleaning of the restrooms. In addition, the Club would like to continue to use the facility in future years.

Board approval is requested for the High Country Classics Charity Car Show to utilize the Human Services Center parking lot and facilities for a fee of \$200 for the 10th annual High Country Classics Charity Car Show on June 14, 2014 and to notify and schedule with the County the use of the facility in future years.

**From:** Ben Ray <[fordfalcon331@yahoo.com](mailto:fordfalcon331@yahoo.com)>

**Date:** March 12, 2014 at 7:20:52 PM EDT

**To:** "[Nathan.Miller@watgov.org](mailto:Nathan.Miller@watgov.org)" <[Nathan.Miller@watgov.org](mailto:Nathan.Miller@watgov.org)>, "[fordfalcon331@live.com](mailto:fordfalcon331@live.com)" <[fordfalcon331@live.com](mailto:fordfalcon331@live.com)>

**Subject:** Car Show

**Reply-To:** Ben Ray <[fordfalcon331@yahoo.com](mailto:fordfalcon331@yahoo.com)>

To: Watauga County Board of Commissioners

On behalf of the High Country Classics Car Club I would like to thank the Board for allowing us to use the Human Resource Center parking lot for our annual charity car show last year. The show was a great success, and we were able to help many local families with expenses during their time of sickness and hardship.

The Human Resource Center parking lot and facilities suit our needs for the car show perfectly, and on June 14th 2014 we plan on holding the 10th annual High Country Classics Charity Car Show. We would like to ask the Board of Commissioners if we could once again use the property for our show?

Since the property suits our needs for the show so well we would like to ask the board to consider continuing this venue for the car show for years to come. We are ready to send the \$200 payment for janitorial reimbursement to the county as soon as we hear from the board on this matter.

Sincerely,

Ben Ray

High Country Classics Car Club

## **AGENDA ITEM 8:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### ***B. Department of Social Services Out-of-State Travel Request***

#### **MANAGER'S COMMENTS:**

Ms. Beth Berry, Social Worker, is requesting permission to travel out-of-state to observe the Drug and Treatment Court in Galena, Missouri. The purpose is to enhance the current Drug Treatment Court in Watauga County. Other members from the Watauga County Drug Treatment Court will also be traveling to Galena, Missouri.

The National Drug Court Institute will be paying all of Ms. Berry's expenses with the exception of salary costs.

Board approval is required to authorize the out-of-state travel for Ms. Berry to attend the training in Galena, Missouri.

Beth Berry is requesting to go to an out of state training in Missouri from March 16<sup>th</sup> through March 18<sup>th</sup>. She is going to visit the Drug Treatment Court in Galena, Missouri. She will be attending the drug court with other members of the Drug Treatment Court here in Watauga County. This training will be a beneficial device that Mrs. Berry and others will bring back in order to enhance and improve our services to our clients served by the Watauga Drug Treatment Court. There are no expenses to Watauga County or to Mrs. Berry, as the National Drug Court Institute will be paying for all expenses incurred. The only thing that Mrs. Berry would like to have is worker time for the time she will be out of the office during the training and travel time home.

A handwritten signature in blue ink, appearing to be "Beth Berry", written over the end of the text.

# Watauga County Travel Authorization and Travel Advance Request

Date	March 7, 2014	Budget Account Number	
------	---------------	-----------------------	--

Name: <i>Elizabeth Berry</i>	Title: <i>SW IA/T</i>	Department: <i>DSS-CPS</i>
Destination:	Meeting Dates: <i>March 17-18, 2014</i>	
Is this out of state travel? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, Board of County Commissioners approval is required and must be signed by the County Manager.	Departure Date: <i>March 16, 2014</i>	Return Date: <i>March 18, 2014</i>
	Time: <i>6:00</i> AM or PM	Time: <i>4:00</i> AM or PM
Purpose of Trip:		
Overnight Accommodations Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Rate per night/person \$ <i>0</i>		
Name of Hotel/Motel <i>Hilton Branson Convention Center</i> Government Discount <input type="checkbox"/> Yes <input type="checkbox"/> No		
Method of Transportation:		
Cost \$ <i>0</i> <input type="checkbox"/> County Vehicle <input type="checkbox"/> Personal Vehicle <input checked="" type="checkbox"/> Air		
<input type="checkbox"/> Other <i>rental van</i>		
Explanation		

Estimated Expenses		Totals
* REGISTRATION FEES: Please indicate meals and/or banquets included in registration fee		
	\$ <i>0</i>	
MEALS:	Breakfast \$ <i>8.00</i> x <i>3</i>	<i>24.00</i>
	Lunch \$ <i>10.00</i> x <i>3</i>	<i>30.00</i>
	Dinner \$ <i>16.00</i> x <i>2</i>	<i>32.00</i>
* LODGING:	Single Rate \$ <i>0</i> x <i>0</i>	<i>0</i>
* Other		<i>0</i>

meals are included kw

\* Receipts Required for Reimbursement

Remarks: *Worker only wants worker time.*

Are funds requested in advance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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.	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.
Form is Mathematically Correct: <input type="checkbox"/> Yes <input type="checkbox"/> Approved as corrected	<i>Elizabeth Berry</i> Employee Date <i>3-7-14</i>	_____ Department Head or County Manager  _____ County Manager (Out of State Travel) Date <i>3/7/14</i>
Finance Staff  Date		

----- Forwarded message -----

From: "Melissa Johnson" <[blueridgedisp40@bellsouth.net](mailto:blueridgedisp40@bellsouth.net)>  
 To: "Chad\_Slagle" <[Chad.Slagle@watgov.org](mailto:Chad.Slagle@watgov.org)>, "Beth.Berry" <[Beth.Berry@watgov.org](mailto:Beth.Berry@watgov.org)>  
 Subject: Mentor Court Available Dates-Watauga Drug Court NC  
 Date: Fri, Feb 21, 2014 3:13 PM

Below is an emails evidencing the DTC Mentor Court visit to Galena, MO. The National Drug Court Institute will pay for 3 folks, and the other 2 will be paid from our BJA grant. No charges will be billed to Watauga DSS. We have modified our BJA grant administered by the County to reflect these costs.

Let me know if you have any questions.

Regards, Melissa

---

**From:** Melissa Johnson [<mailto:blueridgedisp40@bellsouth.net>]  
**Sent:** Friday, February 14, 2014 1:09 PM  
**To:** 'Ingrid Gutierrez'  
**Subject:** RE: Mentor Court Available Dates-Watauga Drug Court NC

Let's plan on the March 17<sup>th</sup> date. We plan to have from 3-6 folks attend, but due to the weather, I won't be sure exactly who until next week. Hope this helps some. Melissa Johnson

---

**From:** Ingrid Gutierrez [<mailto:IGutierrez@nadcp.org>]  
**Sent:** Thursday, February 06, 2014 2:08 PM  
**To:** [blueridgedisp40@bellsouth.net](mailto:blueridgedisp40@bellsouth.net)  
**Cc:** Sonya Harper  
**Subject:** Mentor Court Available Dates-Watauga Drug Court NC  
**Importance:** High

Greetings,

Thanks for your interest in visiting one of the Adult Mentor Courts. Please note that NDCI will fund up to three (3) visitors from your jurisdiction. Costs covered include transportation, lodging, and meals. Airline tickets and hotel are paid for directly by NDCI with other expenses reimbursed upon completion of the visit. The visit is one day in depth. All funded visitors are required to complete a brief online evaluation upon their return and before reimbursement. Please review the dates below to let us know if any of these will work for your team. Once you notify us of your availability, we will coordinate with our Adult Mentor Courts to develop an agenda for your visit that meets the needs of your program. Also, please send me the complete information (name, phone number, email and role/position) of the three individuals attending the visit (note that due to BJA funding restrictions, travel expenses **cannot** be covered for Federal employees i.e. Veterans Justice Outreach workers or anyone who works for the VA). You will have 72 hours to respond with your selected date.

**Dates for 39<sup>th</sup> Judicial District Galena, MO**

March 17, 2014  
 April 31, 2014  
 April 14, 2014  
 April 28, 2014  
 May 12, 2014

## **AGENDA ITEM 8:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### ***C. Proposed Lease for Probation and Parole***

Please find attached a revised lease agreement from the North Carolina Department of Public Safety regarding the Probation and Parole space. Per Commissioner request, the attached lease has been revised to reflect the changes regarding the square footage, and it's deletion has been approved by the State Property Office.

Board action is requested to approve the lease as presented and reviewed by the County Attorney.

Staff seeks direction from the Board.

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY**

STATE OF NORTH CAROLINA

**LEASE AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between **COUNTY of WATAUGA**, hereinafter designated as Lessor, and the **STATE OF NORTH CAROLINA**, hereinafter designated as Lessee;

**WITNESSETH:**

WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1<sup>st</sup> day of September, 1981; and

WHEREAS, the Department of Administration has delegated to this State agency the authority to execute this lease agreement by a memorandum dated the 17<sup>th</sup> day of April, 1985; and

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in **(See Below) County of Watauga**, North Carolina, more particularly described as follows:

**Office space located at 133 N. Water Street, Boone, Watauga County, North Carolina.**

**(DEPARTMENT OF PUBLIC SAFETY – PROBATION & PAROLE)**

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of three **(3) Years** commencing on the **1<sup>st</sup>. day of April, 2014** or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **31<sup>st</sup>. day of March 2017**.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of **\$1.00** Dollars per term to be payable within fifteen (15) days from receipt of invoice in triplicate.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Janitorial services and supplies including maintenance of lawns, parking areas, common areas and disposal of trash.
- C. Parking as available.
- D. The lessor covenants that the leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee in addition to any other remedy the Lessee may have to make such repair at its own cost and to invoice the amount thereof to the Lessor. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, ***with the Lessor's prior consent***, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease is an extension or renewal shall be and remain the property of the Lessee and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises be destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, and during such period of repair, the County shall provide such temporary space as to comply with the requirements of N.C.G.S.15-209.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premise leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at **814 W. King Street, Suite 205, Boone, North Carolina 28607** and the Lessee at **4227 Mail Service Center, Raleigh, North Carolina 27699-4227**. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

“N.C.G.S. § 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.”

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

By: \_\_\_\_\_ (SEAL)  
Drew Harbinson,  
Director of Purchasing & Logistics

LESSOR:

\_\_\_\_\_ (SEAL)  
The County of Watauga  
Nathan A. Miller, Chairman

ATTEST:

\_\_\_\_\_  
Anita Fogle  
Clerk to the Board

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

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, do hereby certify that **Nathan A. Miller**, personally came before me this day and acknowledged that he is the **Chairman of the Watauga County Board of Commissioners**, and that by authority and given as an act of **Watauga County** and acknowledged the due execution of the foregoing instrument in its name.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

My Commission Expires:

\_\_\_\_\_

## **AGENDA ITEM 8:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### *D. Boards & Commissions*

#### **MANAGER'S COMMENTS:**

##### **Watauga County Tourism Development Authority**

Ms. Sonya Garland has resigned as a Board Member on the Watauga County Tourism Development Authority due to time constraints. Therefore, an appointment is needed to fill the unexpired two-year term.

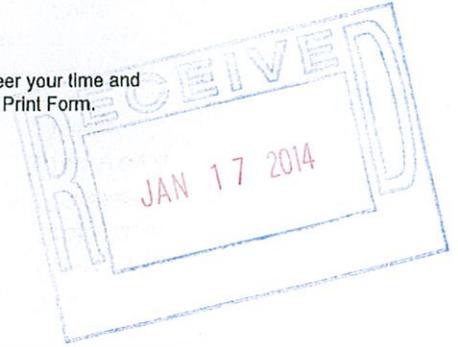
Ms. Connie Baird, Mr. William Leonard, and Mr. Steve Tatum have submitted volunteer applications and are willing to serve if so reappointed.

The above are second readings and, therefore, action may be taken.

### 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: CONNIE BAIRD  
Home Address: 175 BAIRDS DR BOONE NC 28607 (Physical Address)  
City: P.O. BOX 610 BLOWING ROCK Zip: 28605 (mailing address)  
Telephone: (H) 828 265 2632 (W) SAME (Fax) 828 265 1552  
Email: conniebaird@gmail.com  
Place of Employment: SELF EMPLOYED REALTOR PROPERTY MANAGER OF VACATION RENTAL  
Job Title: OWNER BAIRD INVESTMENTS INC

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 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 checked="" type="radio"/> Female | <input checked="" type="radio"/> Caucasian |
|   | <input type="radio"/> Hispanic             |
|   | <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 Tourism Development Authority
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:

REALTOR IN THE HIGH COUNTRY 27 YEARS THIS JULY. VACATION RENTALS SINCE 2006

my husband AND I developed pieces of LAND to promote VACATION RENTALS THAT we built AS WELL AS OTHERS IN CREEK CROSSING. I HAVE ALSO WORKED WITH COMMERCIAL REAL ESTATE AS WELL.

1974 FIRST SALES EXPERIENCE WITH HOLIDAY INN TRAVEL IN WINSTON SALEM. WORKED WITH BUSINESSES & GROUP SALES AT HOLIDAY INN AIRPORT

Volunteer  
Experience:

ClimateStoppers - Boone 1991

Blowing Rock Stage Company 1992 or 93 FOR ALMOST 10 YEARS  
Served as President of this ORGANIZATION

PRESIDENT OF OUR LOCAL ASSOCIATION OF REALTORS 1993

STATE LOCAL DIRECTOR WITH NCAR IN THE 80'S

SERVED AS PRIMARY FUNDRAISER FOR GREEN VALLEY SCHOOL for 4 yrs. while daughter was in school. Food, silent Auction, & FUNDS TO PAY FOR EVENT

ON BOARD OF DIRECTORS AS PRESIDENT FOR THE HAYES CENTER IN BLOWING ROCK

Other  
Experience:

BECAUSE I HAVE BEEN INVOLVED WITH TOURIST DRIVEN NON PROFITS, I FEEL I BRING A LOT TO THE TABLE TO HELP OUR AREA. WE ARE STAGNANT RIGHT NOW & WE ARE AGGRESSIVELY TRYING TO MARKET OUR AREA. WE ARE LISTENING TO THE EXPERTS AND THE BOARD IS MOVING IN A GREAT DIRECTION TO ATTRACT PEOPLE TO THE HIGH COUNTRY.

Other  
Comments:

I HAVE SERVED ON THE TDA FOR THE PAST 3 YRS. I HAVE TRIED TO WORK FOR THE PEOPLE THAT PAY THIS TAX & TRULY PROMOTE TOURISM & BUSINESS TRAVEL TO OUR AREA AS THE STATUTE STIPULATES. WE ARE FINALLY GETTING OUR MARKETING PLANS IMPLEMENTED, ROCKY KNOB FINISHED, & WEB SITE OVERTHAULED. WE

ARE ALL EXCITED TO SEE HOW THIS POSITIVE WORK IS GOING TO WORK OUT FOR BOONE & THE HIGH COUNTRY. I WOULD LOVE TO BE CONSIDERED FOR ANOTHER TERM.

Signature:

*Cynthia R. Law*

Date: 1/15/14

### 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: William Leonard  
Home Address: 600 Near Sawyer  
City: Doone Zip: 28604  
Telephone: (H) 828 963 4663 (W) 828 898 9786 (Fax) 828 898 6343  
Email: bill@skicountrysports.com  
Place of Employment: Banner Elk Sports Inc  
Job Title: President

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"/> Sheweeshaw   |
| <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 Tourism Development Authority
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:

Owner of:  
Ski Country Sports  
1st Tracks Ski and Snowboard  
High Mountain Expeditions  
Extreme Ski and Snowboard  
Sugar Mountain Resort Accommodations, (sold)

Volunteer  
Experience:

Banner Elk Chamber of Commerce, Board, President  
High Country Host, Board, President  
Watauga County EDC

Other  
Experience:

Other  
Comments:

I have been involved in the travel business in the high country since 1978. I do believe that I have the experience to make a contribution to the Watauga County TDA.

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



Date: 2/17/14



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:

Member Foscoe Community Council

Volunteer  
Experience:

Board of Directors Sleepy Hollow POA / Past President Sleepy Hollow POA / Member of National Ski Patrol 27 years

Other  
Experience:

Owner of Tatum Galleries Inc. 30 years / Owner Grandfather Vineyard & Winery opened 2011

Other  
Comments:

I feel that I could contribute in a positive way to the Watauga County Tourism Development Authority as both of my businesses are very tourist oriented.

Signature:



Date:

2/25/14

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## **AGENDA ITEM 8:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### *E. Announcements*

Save the date: Cooperative Extension invites you to attend the Small Farms Week kickoff event on Monday, March 24, 2014, at the Boone United Methodist Church. Watauga County is hosting the event as Bill Moretz, local apple grower and former Farmer's Market president, was the recipient of this prestigious award in 2013. The event, which will welcome more than 200 small farmers and Extension agents from across the state, begins at 9:30 A.M. NC A&T State University faculty member, Dr. Manny Reyes, will be the keynote speaker. Breakout sessions on technical topics will follow and lunch will be served around noon.

The dedication of the Highway 421 Bridge in honor of fallen Deputy William R. Mast, Jr. will be March 25, 2014 at 10:00 AM. Per the family's request, there will be a small ceremony with opening remarks, invocation, presentation of colors, bridge dedication, unveiling of the sign, and closing remarks.

The North Carolina Association of County Commissioners will be holding district meetings across the State in March and April with the meeting for our district being on April 3, 2014 in Catawba County. If you wish to attend, please see Anita who will be happy to RSVP for you. Please click on the following link to view a short introduction to the District Meetings: <http://www.youtube.com/watch?v=eDbhnkMxySA&feature=youtu.be>

Save the date: The Watauga County Economic Development Commission and Appalachian State University will hold an Economic Summit on Tuesday, April 8, 2014, at the Holmes Convocation Center from 8:00 A.M. to 1:30 P.M.

**AGENDA ITEM 9:**

**PUBLIC COMMENT**

**AGENDA ITEM 10:**

**BREAK**

**AGENDA ITEM 11:**

**CLOSED SESSION**

Attorney/Client Matters – G. S. 143-318.11(a)(3)  
Land Acquisition – G. S. 143-318.11(a)(5)(i)