

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

**TUESDAY, DECEMBER 5, 2023
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: November 21, 2023, Regular Meeting November 21, 2023, Closed Session		1
5:35	3	BOARD ORGANIZATIONAL MATTERS		
		A. Election of Officers		13
		B. Staff Appointments		15
		C. Fidelity Bonds		17
		D. Commissioner Appointments to Boards & Commissions		19
		E. Regular Meeting Schedule		21
5:40	4	APPROVAL OF THE DECEMBER 5, 2023, AGENDA		23
5:45	5	PUBLIC COMMENT – Will last up to 1-hour dependent on number of speakers	CHAIRMAN TURNBOW	25
5:50	6	BID AWARD REQUEST FOR SOIL AND WATER CONSERVATION STREAMFLOW REHABILITATION ASSISTANCE PROGRAM (STRAP) FOR THE STONE MOUNTAIN BRANCH PROJECT	MS. MIKEY WOODIE	27
5:55	7	FY 2024 SENIOR'S HEALTH INSURANCE INFORMATION PROGRAM (SHIIP) GRANT/CONTRACT	MS. ANGIE BOITNOTTE	45
6:00	8	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. January Meeting Schedule		53
		B. Boards and Commissions		55
		C. Announcements		57
6:05	9	BREAK		58
6:10	10	CLOSED SESSION Attorney/Client Matters, per G. S. 143-318.11(a)(3)		58
6:30	11	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

November 21, 2023, Regular Meeting

November 21, 2023, Closed Session

MINUTES

**WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 21, 2023**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, November 21, 2023, at 5:30 P.M. in the Commissioners' Board Room located in the Watauga County Administration Building, Boone, North Carolina.

Chairman Turnbow called the meeting to order at 5:31 P.M. The following were present:

PRESENT: Larry Turnbow, Chairman
 Charlie Wallin, Vice-Chairman
 Todd Castle, Commissioner
 Braxton Eggers, Commissioner
 Ray Russell, Commissioner
 Anthony di Santi, County Attorney
 Andrea Capua, County Attorney
 Deron Geouque, County Manager
 Anita J. Fogle, Clerk to the Board

Vice-Chairman Wallin opened with a prayer and Commissioner Russell led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Turnbow called for additions and/or corrections to the October 17, 2023, regular minutes and closed session minutes.

Commissioner Eggers, seconded by Commissioner Castle, moved to approve the October 17, 2023, regular meeting minutes as presented.

VOTE: Aye-5
 Nay-0

Commissioner Eggers, seconded by Commissioner Castle, moved to approve the October 17, 2023, closed session minutes as presented.

VOTE: Aye-5
 Nay-0

APPROVAL OF AGENDA

Chairman Turnbow called for additions and/or corrections to the November 21, 2023, agenda.

Vice-Chairman Wallin, seconded by Commissioner Russell, moved to approve the November 21, 2023, agenda as presented.

VOTE: Aye-5
 Nay-0

PUBLIC COMMENT

There was no public comment.

PUBLIC HEARING TO ALLOW PUBLIC COMMENT ON THE PROPOSED CONSTRUCTION OF A HIGH COUNTRY KILL AND CHILL SLAUGHTER PLANT

A public hearing was scheduled to allow public comment on the proposed High Country Kill and Chill slaughter facility.

Vice-Chairman Wallin, seconded by Commissioner Russell, moved to open the public hearing at 5:34 P.M.

VOTE: Aye-5
Nay-0

Mr. Bob Shipley stated that the material in the Board packet from Dr. Jim Hamilton covered what he would have shared.

Mr. Gray Shipley stated that Mr. Kelly Coffey, Regional Planner at High Country Council of Governments, had suggested calling the project the Watauga Livestock Harvest Center in place of the Kill/Chill project.

As there were no other comments, Vice-Chairman Wallin, seconded by Commissioner Russell, moved to close the public hearing at 5:36 P.M.

VOTE: Aye-5
Nay-0

KILL/CHILL MATTERS

A. Update on Project

Dr. Jim Hamilton, Cooperative Extension Director, reviewed the update he provided at the October 3, 2023, meeting and stated that the Request for Proposals (RFP) for the High Country Kill and Chill Slaughter Plant Management and Operation was posted on the County's website with RFP's due on December 29, 2023. Dr. Hamilton also announced that water and sewer was approved by the Town of Boone, without annexation, on October 25, 2023. Dr. Hamilton stated that in the near future a bid award would be presented for the design/build phase of the project.

The update was for information only; therefore, no action was required.

B. Proposed Contract with McGill & Associates for Permit Modification

Dr. Hamilton presented a proposal from McGill & Associates for the permit modification required to allow for the placement and construction of the Kill/Chill facility at the landfill location. The

proposal was in the amount of \$35,000 and, per Dr. Hamilton, would be paid from grant monies received for the Kill/Chill project.

County Attorney di Santi advised not to approve the contract with limits on liability of \$50,000 included in the contract.

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to accept McGill & Associates proposal to modify the existing landfill permit in the amount of \$35,000 contingent upon the limited liability clause being adjusted and approved by the County Attorney.

VOTE: Aye-5

Nay-0

C. Proposed Contract with Mattern & Craig for Water/Sewer System Engineering, Design, & Permitting

Dr. Hamilton presented a proposed contract with Mattern & Craig for design, engineering, permitting, and construction administration for the water and sewer system for the Kill/Chill facility. The contract was in the amount of \$137,500 and per Dr. Hamilton, would be paid from grant monies received for the Kill/Chill project.

County Attorney di Santi advised not to approve the contract with limits on liability of \$50,000 included in the contract.

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to accept Mattern & Craig's proposal for design, engineering, permitting, and construction administration for the water and sewer system for the Kill/Chill facility contingent upon the limited liability clause being adjusted and approved by the County Attorney.

VOTE: Aye-5

Nay-0

PROPOSED RESOLUTION TO DIRECT THE EXPENDITURE OF OPIOID SETTLEMENT FUNDS

Ms. Linsey Sullivan with AppHealthCare, stated that the Board previously adopted a resolution per the opioid settlement agreement. However, the County was recently notified that further action was required to comply with the Memorandum of Agreement (MOA) governing opioid settlement funds. Ms. Sullivan presented a new resolution that states in a more specific way the amount of opioid settlement funds dedicated to each funded strategy. Once adopted, the resolution will be forwarded to CORE-NC.

Commissioner Russell, seconded by Commissioner Eggers, moved to resolution as presented by Ms. Sullivan.

VOTE: Aye-5

Nay-0

VAYA UPDATE

Mr. Dustin Burleson, Community Relations Regional Director, gave the following update on VAYA Health matters:

- 2023-2025 General Assembly Budget directed NCDHHS to reduce LME/MCOs to no more than 5 and no fewer than 4.
- Secretary Kody Kinsley directed the dissolution of Sandhills LME/MCO with Rockingham County being assigned to Vaya Health. Partners and Alliance will each be assigned a County.
- Secretary Kinsley assigned remaining Counties to Eastpointe and directed a consolidation of Eastpoint with Trillium LME/MCO.
- As the Secretary provides more information, Vaya Health will update partners on timing of this process.
- Tailored Plan “go live” no later than July 1, 2024.
- Consolidated Innovations Waiver waitlist dashboard released – based on county of residence not eligibility.
- <https://medicaid.ncdhhs.gov/reports/dashboards/innovations-waitlist-dashboard>
- Ongoing issues with Tailored Care Management roll-out • Medicaid Expansion meetings have started- “Go Live” on December 1, 2023.
- Medicaid Expansion Toolkit: North Carolina Expands Medicaid | NC Medicaid (ncdhhs.gov).
- 91 Anticipated TP members from Watauga County .
- The Healthy Opportunities “Go Live is February 1, 2023.
- Innovations Waiver amendment not submitted timely – App. K flexibilities were supposed to end Nov. 11, 2023.

Mr. Burleson also gave updates on the Child Welfare Continuum and Benchmarks Pathways to Permanency.

County Manager Geouque asked who advocates for the “kids on couches” situation not to happen. Mr. Burleson stated that it was not a quick fix as it involved complex kids and beds were filled and often time the kids were not discharged once admitted which did not free up beds. Unfortunately, those children sometimes were in short-term custody of DSS staff while a facility was being found. Commissioner Russell stated that these were difficult circumstances that were not fair to anyone, especially the child. The report was for information only; therefore, no action was required.

PROJECT UPDATES FROM NEW RIVER CONSERVANCY

Ms. Katie Krogmeier, Restoration Director for the New River Conservancy, updated the Board on the following projects:

The Boone Creek Temple Restoration project’s total funding was \$748,938 with \$258,150 from NC Land & Water Fund, \$200,000 from NC DEQ Division of Water Resources Grant, and \$200,000 from DWR. The Conservancy will be applying for additional funding in February 2024. Volunteers will also work to plant trees and shrubs.

The Green Valley Park project's total funding was \$202,700 with \$43,000 from NC Land & Water Fund, \$61,550 from NC DEQ Division of Water Resources, \$50,000 from CCAP, \$61,500 from CCAP, and \$48,150 from other sources. The Conservancy was still looking for funding sources for the last \$48,000.

The South Fork Confluence project's total funding was \$806,400 with \$653,500 from NC Land & Water Fund, \$41,400 from Town of Boone, and \$653,000 from the NCLWF. The Conservancy was working with contractors and stakeholders to plan for implementation. Volunteers also helped plant trees and shrubs with this project.

Ms. Krogmeier stated that she would share updates on the Hardin Creek (Kraut Creek) and Middle Fork Section 1B projects at a future meeting. The report was for information only; therefore, no action was required.

EMS FACILITY UPDATE

Mr. Chad Roberson and Mr. Xander Ellenbogen, Architects with Clark Nexsen, provided an update on the design development documents for the EMS facility.

Mr. Roberson shared that the facility would house the Watauga County Emergency Services Offices, Emergency Operations Center, an EMS Station, a State-of-the-Art Emergency Communications Center, as well as record storage. Mr. Roberson reviewed the floorplan and the project schedule which included a construction documents phase through May 2024 and bidding between May and June 2024 with construction to begin in July 2024 and projected to be complete in October 2025. Mr. Roberson stated that the project was within its \$14.5 million budget.

Vice-Chairman Wallin, seconded by Commissioner Russell, moved to approve proceeding forward with the construction documents phase.

VOTE: Aye-5
Nay-0

MIDDLE FORK GREENWAY TWEETSIE UNDERPASS PROJECT CHANGE ORDER REQUEST

Ms. Wendy Patoprsty, Director of the Middle Fork Greenway, presented a proposed change order in the amount of \$5,880. The change order was to install temporary erosion control measures. Funding for the project would come from Middle Fork Greenway and Tourism Development Authority (TDA).

Commissioner Eggers, seconded by Vice-Chairman Wallin, moved to approve the change order in the amount of \$5,880 for the MFG Tweetsie Underpass Project.

VOTE: Aye-5
Nay-0

UNC SOG – DFI REPORT

County Manager Geouque presented a proposed contract with Modulus, PLLC for preliminary geotechnical evaluation for the proposed workforce housing at the 16.3-acre Brookshire Site. The cost of the service is \$9,840. In addition, the County Manager also requested the execution of a contract in the amount of \$16,400 for architectural design and documentation with Tise–Kiestler Architects. If approved, the project would remain under the \$50,000 previously approved threshold.

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to approve the contracts with Modulus, PLLC and Tise–Kiestler Architects for preliminary geotechnical evaluation and architectural services in the amounts of \$9,840 and \$16,400, respectively.

County Attorney di Santi stated that he did not advise approving these contracts as they included limits of liability.

The County Manager stated that the contract was for preliminary designs and questioned what liability there would be. County Attorney di Santi stated that the insurance amount needed clarifying.

Commissioner Russell and Vice-Chairman Wallin withdrew the motion and second. Chairman Turnbow tabled consideration of the contracts to allow the County Attorney to obtain the information needed for approval.

TAX MATTERS

A. Monthly Collections Report

Mr. Larry Warren, Tax Administrator, presented the Tax Collections Report for the month of October 2023. The report was presented for information only and, therefore, no action was required.

B. Refunds and Releases

Mr. Larry Warren, Tax Administrator, presented the Refunds and Releases Report for October 2023 for Board approval:

TO BE TYPED IN MINUTE BOOK

Vice-Chairman Wallin, seconded by Commissioner Russell, moved to approve the Refunds and Releases Report for October 2023 as presented.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Appointment of the Watauga County Finance Director

County Manager Geouque stated that, per North Carolina General Statute 159-24, the County was required to appoint a Finance Director. The County Manager requested the appointment of Ms. Lauren Taylor as the County's new Finance Director. Ms. Taylor's hire date was scheduled for November 28, 2023.

Commissioner Eggers, seconded by Vice-Chairman Wallin, moved to appoint Ms. Lauren Taylor as the Watauga County Finance Director effective November 28, 2023.

VOTE: Aye-5
Nay-0

B. Proposed Utility Easement & Agreement for Installation of Underground Service for EMS Facility Project

County Manager Geouque presented, as part of the development of the new Watauga Emergency Services Facility, a proposed utility easement for underground service with Blue Ridge Energy. The County Manager stated that this was a standard request regarding development. County Attorney di Santi stated that he had reviewed the easement and pointed out to make sure the underground utilities portion was initialed.

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to approve the utility easement for underground utilities as presented.

VOTE: Aye-5
Nay-0

C. Proposed Town of Boone Easement for the Parking Deck Project

County Manager Geouque presented, as part of the development for the new County Parking Deck, a proposed permanent sidewalk easement with the Town of Boone. County Attorney di Santi drafted the easement which would allow for the sidewalk easement and a footing easement for the County to place steel supports under Queen Street for load bearing walls.

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to approve the easement with the Town of Boone for the County Parking Deck as presented.

VOTE: Aye-5
Nay-0

D. Proposed Inmate Catastrophic Insurance Contract

County Manager Geouque presented a proposed contract renewal with Sirius America Insurance for catastrophic insurance for inmates housed in the County Jail. The insurance shields the County from large medical claims that occur while inmates are being housed in the Watauga County Jail.

The current contract expiration date was December 1, 2023. The proposed renewal for catastrophic insurance coverage is in the amount of \$21,696.48 with a \$5,000 deductible. Adequate funds were available to cover the contracted cost.

Commissioner Castle, seconded by Commissioner Eggers, moved to approve the contract renewal with Sirius America Insurance for catastrophic insurance coverage for \$21,696.48 with a \$5,000 deductible.

VOTE: Aye-5
Nay-0

E. Request for Proposal (RFP) Recommendation for Position Classification and Pay Plan Study

County Manager Geouque stated that requests were solicited to conduct a Position Classification and Pay Plan Study and were due October 27, 2023. The County received seven proposals which were reviewed by the County Manager and Human Resources Staff. The proposals received ranged in cost from \$38,500 to \$90,000.

After a thorough and extensive review, staff recommended Piedmont Triad Regional Council with a cost of \$38,500 for the Position Classification and Pay Plan Study. Staff recommended a project budget not to exceed \$50,000 to include the stated fee of \$38,500 and fees for any additional professional services not specified in the scope of work, as may be required to successfully complete the Position Classification and Pay Plan Study for Watauga County. Adequate funds have been budgeted to cover the expense.

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to accept Piedmont Triad Regional Council's proposal of \$38,500 to conduct a Position Classification and Pay Plan Study with a project budget of \$50,000.

VOTE: Aye-5
Nay-0

F. Announcements

County Manager Geouque announced that the Annual Employee Christmas Lunch would be held at Dan'l Boone Inn on Tuesday, December 12, 2023, from 11:30 A.M. to 2:00 P.M. The first lunch group begins at 11:30 A.M. and the second lunch group begins at 1:00 P.M.

CLOSED SESSION

At 6:54 P.M., Vice-Chairman Wallin, seconded by Commissioner Russell, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

Commissioner Eggers stated that he didn't see how a proposed resolution regarding proposed changes to the way in which commissioners are elected by the citizens of Watauga County in the

closed session packets could be discussed in closed session as it was general policy action. County Attorney Capua stated that there were implementation issues on the new election legislation that could result in litigation.

VOTE: Aye-5
Nay-0

Vice-Chairman Wallin, seconded by Commissioner Russell, moved to resume the open meeting at 8:19 P.M.

VOTE: Aye-5
Nay-0

POSSIBLE ACTION AFTER CLOSED SESSION

Chairman Turnbow stated that the Board had discussed Senate Bill 759 and Commissioners were given different options by the County Attorney. Senate Bill 759 is “An Act to Establish Election Districts for the Watauga County Board of Commissioners to Establish Residency Districts for the Anson County Board of Commissioners; and to Modify the Primary Process the Johnston County Board of Education.”

The Chairman stated that he wanted to make clear that the Commissioners received notification of the Bill when staff sent an email to all Commissioners and that Senator Hise, nor anyone in Raleigh, had given a heads up regarding the Bill. Each Commissioner stated that they had not been contacted.

County Attorney Capua stated that the implementation process was not clear in Bill 759 for the Watauga County Commissioners. Ms. Capua reviewed the following options for the Board to consider:

- Option 1: approach Senator Hise or the Legislature and ask for the Bill to be amended to clarify
- Option 2: file a declaratory action having a Judge rule as only the court can say how to interpret
- Option 3: take a change with implementation and see if it is challenged
- Option 4: adopt a resolution changing districts which would require a referendum which could not be accomplished for the 2024 election but could for the 2026 election

Commissioner Russell, seconded by Vice-Chairman Wallin, moved to direct the County Attorney to file a declaratory action in a court of competent jurisdiction and if necessary include an extension of the filing period for the 2024 election.

Commissioner Eggers asked about G.S. 153A-22 and County Attorney Capua stated that the declaratory action was to ask the Judge for clarification to interpret the ambiguities in the Statute.

VOTE: Aye-3(Turnbow, Wallin, Russell)
Nay-2(Castle, Eggers)

ADJOURN

Vice-Chairman Wallin, seconded by Commissioner Castle, moved to adjourn the meeting at 8:36 P.M.

VOTE: Aye-5
Nay-0

Larry Turnbow, Chairman

ATTEST: Anita J. Fogle, Clerk to the Board

Blank Page

AGENDA ITEM 3:

BOARD ORGANIZATIONAL MATTERS

A. Election of Officers

Since there is no Chairman at this point in time, it has been customary for the County Manager to conduct the election; however, this can be handled by a commissioner if that is the desire of the Board. Nominations are taken from the floor for Chairman, and the election is by simple majority of the Board members. At this point, the Chairman will call for nominations for the Vice-Chair. Following the election of officers, the new Chairman assumes his duties and presides over the meeting. It is appropriate at this time for the commissioners to change the seating arrangements if they so desire, or this could be done at a later meeting.

Blank Page

AGENDA ITEM 3:

BOARD ORGANIZATIONAL MATTERS

B. Staff Appointments

It has been local practice for the Board to act on the following staff appointments who serve at the pleasure of the Board. These include County Manager, Deron Geouque; Clerk to the Board, Anita Fogle; Substitute Clerks to the Board, Monica Harrison (Human Resources Manager) and Macy Chirco (Human Resources Coordinator); and the County Attorney (appointment of the attorney can be done by individual name or firm name whichever is appropriate). In addition, a separate Department of Social Services Attorney may be appointed or the appointed County Attorney may serve at the discretion of the Board.

Board action is required.

Blank Page

AGENDA ITEM 3:

BOARD ORGANIZATIONAL MATTERS

C. Fidelity Bonds

Board action is needed to set these specific name fidelity bonds for the positions as detailed in the packet. Ms. Lauren Taylor will be present for discussion.



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: Lauren Taylor, Finance Director
SUBJECT: Fidelity Bonds, Official and Authorized Signers
DATE: November 30, 2023

The following fidelity bonds are in place and require the annual approval of the Watauga County Board of Commissioners. Currently, the County Manager serves as Deputy Finance Director in the absence of the Finance Director and is bonded as such. The Finance Director, County Manager, and Chair of the Board of Commissioners serve as the authorized signers for disbursements on all County accounts. Additional signers and Deputy Finance Officers on the Inmate Commissary account only are Randy Greene, James Sharpe, Barry Trivette, and Michael Brown. Official depositories of the County are First National Bank, Truist Bank, NC Capital Management Trust Fund, and Multi-Bank Securities, Inc.

<u>Position</u>	<u>Bond Amount</u>	<u>Statutory Requirement</u>
Finance Director	\$1,000,000	Amount equal to 10% of the annual budgeted funds, up to \$1,000,000, NCGS 159-29
Deputy Finance Director/ County Manager	\$50,000	
Tax Collector	\$50,000	Amount considered reasonable by BCC, NCGS 105-349-c
Register of Deeds	\$50,000	At least \$10,000, but no more than \$50,000, NCGS 161-4
Sheriff	\$25,000	Amount considered reasonable by BCC, but no more than \$25,000, NCGS 162-8

Board approval is requested for the bonds, official depositories and the authorized signers as listed above.

AGENDA ITEM 3:

BOARD ORGANIZATIONAL MATTERS

D. Commissioner Appointments to Boards & Commissions

Included in the packet is a list of Boards & Commissions on which the commissioners themselves have served in the past. Some of these are legal requirements that the commissioners serve, and some are at the request of the agencies. The majority of these appointments can be made by the Chairman of the Board although several of them do require Board action. Therefore, it has been the practice for the Chairman to submit a list of appointments with Board action to approve the entire list. If there is more than one nomination for a particular appointment, the Board may vote on each nomination separately.

Commissioner Appointments to Boards & Commissions

As of January 2023

Board/Commission	Member
Appalachian District Health Department	Castle
Appalachian Theatre Board of Trustees Ex-Officio Member	Wallin
AppalCART Authority	Wallin
Blue Ridge Resource Conservation & Development Area	Turnbow
Caldwell Community College & Technical Institute - Watauga Advisory Board	Eggers
Children's Council	Castle
Child Protection Team	Russell
Cooperative Extension Advisory Leadership Board	Castle
Economic Development Commission (EDC)	Turnbow
Educational Planning Committee (2 appointees)	Wallin & Russell
EMS Advisory Committee	Castle
High Country Council of Governments Executive Board Rural Transportation Advisory Committee	Turnbow
Juvenile Crime Prevention Council (JCPC)	Russell
Humane Society	Turnbow
Library Board	Eggers
Motor Vehicle Valuation Review Committee	BCC
New River Service Authority Board	Wallin
Northwest Regional Housing Authority (five-year term expires Dec. 12, 2024)	Pat Vines
POA Advisory Committee (Home & Community Care Block Grant)	Eggers
Sheriff's Office Liaison	Turnbow
Vaya Regional Board (Region 3)	Russell & Wallin
Social Services Advisory Board	Wallin
Watauga County Arts Council (added February 2020)	Eggers
Watauga County Fire Commission	Turnbow
Watauga County Personnel Advisory Committee	Chair or Vice-Chair
Watauga County Recreation Commission	Russell
Watauga Medical Center Board of Trustees	Russell
W.A.M.Y. Community Action	Wallin
Watauga Opportunities, Inc.	Turnbow
Workforce Development Board (WDB)	Chairman

AGENDA ITEM 3:

BOARD ORGANIZATIONAL MATTERS

E. Regular Meeting Schedule

The Board's regular meetings are currently scheduled for the 1st and 3rd Tuesday of each month at 5:30 P.M. This schedule can continue or may be changed at the pleasure of the Board.

Blank Page

AGENDA ITEM 4:

APPROVAL OF THE DECEMBER 5, 2023, AGENDA

MANAGER'S COMMENTS:

Now that the Board has been officially constituted, it is appropriate for the Board to act to approve the agenda.

If you have questions or require more information, please do not hesitate to contact me.

Blank Page

AGENDA ITEM 5:

PUBLIC COMMENT

MANAGER'S COMMENTS:

Public Comment will last up to 1-hour dependent upon the number of speakers.

Blank Page

AGENDA ITEM 6:

BID AWARD REQUEST FOR SOIL AND WATER CONSERVATION STREAMFLOW REHABILITATION ASSISTANCE PROGRAM (StRAP) FOR THE STONE MOUNTAIN BRANCH PROJECT

MANAGER'S COMMENTS:

In July of 2022, the Board accepted a contract with the North Carolina Department of Agriculture and Consumer Sciences for \$159,750 under StRAP. Previous projects have been awarded under this contract. Ms. Mikey Woodie, Soil and Water Conservation, will request the Board award a bid to WMF Land Service, LLC in the amount of \$38,889. The award of this project will leave \$28,150 remaining of the \$159,750 awarded initially in the 2022 StreamFlow Rehabilitation Assistance Program (StRAP) contract. No County funds are required.

Board approval is required to award the bid to WMF Land Service, LLC in the amount of \$38,889 from the StreamFlow Rehabilitation Assistance Program (StRAP) contract.



Watauga County Soil & Water Conservation District

**971 West King Street
Boone, NC 28607
(828) 719 - 3409**

MEMORANDUM

TO: Deron T. Geouque and the Watauga County Board of Commissioners

CC: Anita Fogle, Clerk to the Board

FROM: Mikey B. Woodie

SUBJECT: Request for StRAP Bid Award, Stone Mountain Branch

DATE: November 17, 2023

On behalf of the Watauga County Soil & Water Conservation District (Watauga SWCD), I would like to request that the Board of Commissioners award the bid for the Stone Mountain Branch project under the Streamflow Rehabilitation Assistance Program (StRAP) to WMF Land Service, LLC. In July 2022, the Watauga County Board of Commissioners approved the acceptance of a contract with the North Carolina Department of Agriculture and Consumer Sciences for \$159,750 under StRAP. The purpose of StRAP is to reduce flooding and restore streams across the state.

The Watauga SWCD advertised for bids for a fourth section of StRAP work on Stone Mountain Branch in Sugar Grove, NC and received four bids. The total length of this stream debris removal project is 1,740 linear feet. Watauga SWCD requests that the bid is awarded to the lowest bidder, WMF Land Service, LLC of Clyde, NC in the amount of \$38,889. Watauga SWCD has verified that WMF Land Service, LLC has the required insurance, a NC General Contractor's License (#87641), and experience in stream debris removal work. Work is planned to be completed in 2024. Thank you for your consideration of this request.

W BROWN CONSTRUCTION LLC
 2353 LACE KNOLL RD
 EASTBEND, NC 27018
 1-336-816-5262
 1-336-961-2164 FAX

Estimate

Date	Estimate #
10/17/2023	529

Name / Address
Watauga County Soil & Water

JOB
Stone mountain Branch

Description	Total
Stone Mountain Branch stream debris removal.Remove stream debris and trees causing blockages,Remove leaning and dead trees that may fall in to stream,1740' of stream debris removal for this project.material pulled from stream will be chipped or hauled.due to some spots being inaccessible material will be remove left in forest out of floodplain.Due to terrain a lot of this work will be hand work instead of equipment.	60,000.00

Thank you for your business.

Total	\$60,000.00
--------------	-------------

E-mail
wbrownconst@gmail.com



SDR PROPOSAL IN RESPONSE TO

Stone Mountain Branch, Stream Debris Removal Project

Watauga County Soil & Water Conservation District

mikey.woodie@watgov.org

November 9th, 2023 at 5:00 pm

Southern Disaster Recovery, LLC

Contact information:

Alvie McClaran

VP of Civil Construction Services P:

(864)469-9776

Alvie@gosdr.com

109 White Oak Rd. Greenville, SC

29609

Company website:

www.gosdr.com



SDR Price Proposal

Stone Mountain Branch, Stream Debris Removal Project Watauga County Soil & Water Conservation District

<u>Item</u>	<u>Lump Sum Price</u>
A stream debris removal project on 1,740 linear feet of Stone Mountain Branch in Sugar Grove, NC	<u>\$ 132,180.00</u>

SIGNATURE (AUTHORIZED):

A handwritten signature in blue ink, appearing to read 'Al McClaran'.

PRINTED NAME / TITLE :

Al McClaran, CEO

DATE:

11/09/2023



COMPANY BACKGROUND OVERVIEW

Southern Disaster Recovery (SDR) is a rapid-response contractor serving public and private clients. We are there for you in difficult times. Our service delivery includes:

- ☑ Disaster Debris Removal
- ☑ FEMA Public Assistance Expertise
- ☑ Environmental Response
- ☑ Hazardous Tree Mitigation,
- ☑ Utility Right of Way Services

Southern Disaster Recovery's (SDR) specializes in environmental disaster preparedness, response, and recovery. We are experts in disaster recovery project management and the Federal reimbursement programs that fund them. Our City, County and State customers are served out of our Greenville, SC Corporate office as well as regional offices in Orlando, Florida; Fairmount, Georgia; further strengthening our ability as a rapid-response contractor. SDR brings together the professionalism and combined strength of its associated companies to produce a disaster recovery division that meets the pressing needs of communities recovering from natural or man-made disasters.

SDR's significant range and breadth of technical and operational resources are applied to your disaster response and recovery. In the past ten years, SDR has safely and successfully completed over 135 disaster debris contracts managing and disposing of over 9.5 million cubic yards of debris, valued over \$250 million. SDR is large enough to successfully fulfill our contract obligations to the satisfaction of all parties.

We excel at mobilizing and getting to work quickly, following an aggressive project management plan that safely supported rapid disaster debris removal. Our project managers, superintendents and foremen are experienced in disaster debris removal in strict adherence to FEMA Public Assistance requirements.

Corporate Information

- Formed in 5/11/2012 as a LLC, has been in Disaster debris Business for 11 years
FEIN: 45-5312400
DUNS: 078499137
Cage Code: 6TXC1
- E-Verify: 559716
- *Al McClaran, CEO*
- Headquartered in Greenville, SC
319 Garlington Road, Suite C7
Greenville, SC 29615
- Office in NC
6784 Waterstone Crossing SW
Ocean Isle Beach, NC 28469
- Office in GA
2448 US Highway 411 Fairmount, GA 30139
- Office in Orlando, FL
390 North Orange Avenue Suite 2300,
Orlando, FL, US 32801
- Formed to provide excellent service in disaster recovery programs.
- Have successfully completed over 135 Federally funded or federally reimbursed projects for State and Local Government.

SDR principals and leadership team have over 180 years collective experience in disaster recovery programs and program management dating to Hurricane Hugo in 1989. With the comprehensive abilities and experience of our principals, project managers, liaisons, and safety officer, assets of over \$20 million, and annual sales exceeding \$40 million, we are large enough to manage multiple contracts simultaneously, without sacrificing the hands-on attention required by every community's unique situation.



Our technically diverse management team is uniquely equipped to address the complexity of issues in post disaster recovery work. In addition to SDR's expertise in disaster recovery; our management and supervision team has experience in leadership positions in Public Works, Solid Waste, Emergency Management, Public Safety and Disaster Recovery program monitoring.

SDR has the broad experience needed to manage disaster recovery operations – program planning, project management, safety, quality control and unparalleled success in project execution. Our staff are knowledgeable in all aspects of FEMA documentation and reimbursement criteria, thus ensuring that you receive all federal disaster funding to which they are entitled. SDR is committed to excellent business practices and pledges to conduct our endeavors safely, professionally, and ethically.

SDR is committed to excellence in our service delivery. We pledge to conduct business in a consistently safe, professional, and ethical manner.

SDR 's professional staff consists of:

- Professional Engineers
- ISA Certified Arborists
- Former Local Government Public Works Directors
- Former State and Local Government Emergency Management Directors
- Certified Emergency Managers
- Licensed Landfill Operators
- Certified Public Accountant



Expiration Date

12/31/2023

License No.

99410

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Southern Disaster Recovery, LLC

Greenville, SC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Building

until

December 31, 2023

when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/01/2023

This certificate may not be altered.



Lisa Piercy

Chairman

C. Frank Wiesner

Secretary-Treasurer



NORTH CAROLINA

Department of the Secretary of State

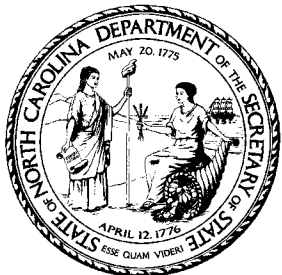
CERTIFICATE OF AUTHORIZATION (Limited Liability Company)

I, ELAINE F. MARSHALL, Secretary of State of the State of North Carolina, do hereby certify that

SOUTHERN DISASTER RECOVERY, LLC

is a limited liability company formed under the laws of South Carolina as Southern Disaster Recovery, LLC and was authorized to transact business in the State of North Carolina by issuance of a certificate of authority on 4th day of January, 2016.

I FURTHER certify that, as of the date of this certificate, (i) the said limited liability company has not withdrawn from the State of North Carolina, (ii) the said limited liability company's certificate of authority has not been suspended for failure to comply with the Revenue Act of the State of North Carolina, (iii) that said limited liability company is not administratively revoked for failure to comply with the provisions of the North Carolina Limited Liability Company Act, (iv) that this office has not filed any decree of judicial revocation, withdrawal, articles of merger, or articles of conversion for said limited liability company.



Scan to verify online.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 11th day of April, 2023.

Elaine F. Marshall

Secretary of State



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services LLC 47 Airpark Court (29607) P.O. Box 27149 Greenville, SC 29616-2149	CONTACT NAME: Barbara C. Garrett CISR
	PHONE (A/C, No, Ext): 864 442-4030 FAX (A/C, No): E-MAIL ADDRESS: bgarrett@mcgriff.com
INSURED Southern Disaster Recovery LLC 319 Garlington Road, Suite C7 Greenville, SC 29615	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A : Westchester Surplus Lines Insurance 10172
	INSURER B : Old Republic Insurance Company 24147
	INSURER C : Selective Insurance Company of SC 19259
	INSURER D :
	INSURER E :
INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			G47407497001	06/01/2023	06/01/2024	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			S2030879	06/05/2023	06/05/2024	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			G47407503001	06/01/2023	06/01/2024	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MWC31205223	01/01/2023	01/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
**** Workers Comp Information ****
USLH ; Other States Coverage
THIS CERTIFICATE SUPERSEDES ANY PRIOR CERT ISSUED FOR THIS POLICY TERM.

CERTIFICATE HOLDER "Southern Disaster Recovery LLC" 319 Garlington Road, Suite C7 Greenville, SC 29615	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WMF LAND SERVICE, LLC

925 MAX PATCH RD
CLYDE, NC 28721
828-593-8882
WMFLANDSERVICES@GMAIL.COM

November 9, 2025

MIKEY WOODIE

MIKEY.WOODIE@WATGOV.ORG

WMF LAND SERVICE WOULD LIKE TO SUBMIT A BID FOR THE STONE
MOUNTAIN BRANCH, STREAM DEBRIS REMOVAL PROJECT.

FOR THE 1,740 LINEAR FEET @ \$22.35 PER FOOT FOR A TOTAL PRICE OF
\$38,889

THANK YOU FOR THE OPPORTUNITY TO BID ON THIS PROJECT WE LOOK
FORWARD TO HEARING FROM YOU.

AMBER FERGUSON

WMF Land Service LLC

WMF Land Service has been in Business since 2007. We hold and Unlimited NC Contractors License. We provide excavation services including cleaning and snagging, erosion control, road maintenance, house sites, DOT Engineered Bridges, and we have successfully completed many Stream Debris Removal Projects over the years. At WMF we are knowledgeable in Soil and Water Conservation and have high quality Equipment and seasoned employees. We are Family Owned and Operated. WMF has partnered with Soil and Water, FEMA, Army Core of Engineers, OSBM, NCDOT and many other local and State agencies across the southeast completing many successful projects.

The Majority of this job will be handwork, we do not sub out any work. Marquis Ferguson will be the Superintendent overseeing the project to ensure that it stays on schedule and is completed to the specifics of the contract. The material will be removed following the guidelines provided. We will also have a 3 Man Crew that will be handling winches and chainsaws along with bigger equipment. Marquis is available to answer any questions and inform Soil and Water of the progress.

We will follow all Project Guidelines and OSHA Safety Guidelines to ensure the safety of our crew.

Union County Soil and Water, Alan Aldridge 704-324-9228

Wilson County Soil and Water, Josh 252-237-5147

PR Engineering, Preston Gregg 828-400-9353

Southwestern Resource Conservation, Lynn Spragg 919-414-7840

Greene County Soil and Water, Rodney Taylor 252-560-4207

Expiration Date

12/31/2023

License No.

87641

North Carolina

Licensing Board for General Contractors

This is to Certify That:

WMF Land Service, LLC

Clyde, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Unclassified

until

December 31, 2023

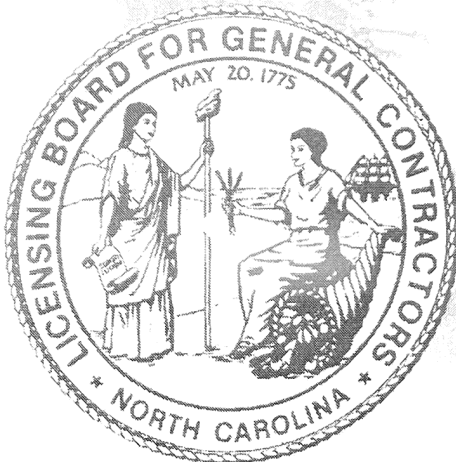
when this Certificate expires.

Witness our hands and seal of the Board.

Dated, Raleigh, N.C.

01/01/2023

This certificate may not be altered.



Robyn Hickman
Chairman

C. Frank Wiesner
Secretary-Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wayah PO Box 607 Highlands NC 28741		CONTACT NAME: Ray Gill PHONE (A/C, No., Ext): 828-342-7789 E-MAIL ADDRESS: gill2wayah.com	FAX (A/C, No):
INSURED WMF Land Service LLC 925 Max Patch Rd Clyde NC 28721		INSURER(S) AFFORDING COVERAGE INSURER A : Penn National INSURER B : Penn National INSURER C : NCRB INSURER D : INSURER E : INSURER F :	NAIC # 14990

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			AC90761861	2/10/2023	2/10/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			AX907618621	2/10/23	2/10/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			1344000393			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

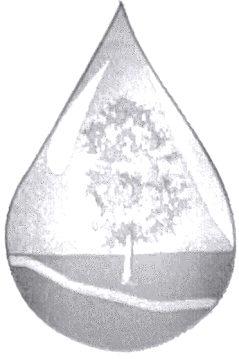
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

WATAUGA COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECTS TO THE GENERAL LIABILITY INSURANCE POLICY WHERE REQUIRED BY WRITTEN AGREEMENT.

CERTIFICATE HOLDER

CANCELLATION

WATAGUA COUNTY ATT: MIKEY WOODIE 971 W KING ST, BOONE, NC 28607	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
-----------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------



Wilson Soil & Water Conservation District

1806 Goldsboro Street, SW

Wilson, NC 27893

Phone: (252) 237-5147 Ext. 3

Email: rthayes@wilson-co.com

Fax: (252) 243-7713

September 12, 2019

To Whom It May Concern:

The Wilson Soil and Water Conservation District is glad to provide a reference for WMF Land Services of Clyde, N.C. The company recently completed a 14-mile stream debris removal project here in Wilson County, which required the removal of large fallen trees and obstructions from Contentnea Creek. Marquis, Amber, and their crew completed the job successfully and beyond expectations while following all of the guidelines specified in the contract. I highly recommend WMF Land Services for any type of clearing and snagging project.

Sincerely,

Ricky T. Hayes

Wilson Soil & Water Conservation District Director

Re: Watauga County - StRAP - Stone Mtn Branch

Skylar Wilcox <admin@hicksconstructionenterprises.com>

Thu 11/9/2023 4:09 PM

To: Mikey.Woodie <Mikey.Woodie@watgov.org>;

Good afternoon,

Hicks Construction Enterprises Inc bids the project for StRaP Stone Mountain Branch for a total lump sum price of \$52,000.00.

Thank you,

Skylar Wilcox

Hicks Construction Enterprises, Inc.

[1230 Howard Edmisten Road](#)

[Sugar Grove, NC 28679](#)

(828) 297-5377

admin@hicksconstructionenterpeises.com

Blank Page

AGENDA ITEM 7:

FY 2024 SENIOR'S HEALTH INSURANCE INFORMATION PROGRAM (SHIIP)
GRANT/CONTRACT

MANAGER'S COMMENTS:

Ms. Angie Boitnotte, Project on Aging Director, will request the Board accept the grant from the Senior's Health Insurance Information Program (SHIIP) which is a division of the North Carolina Department of Insurance. The grant is in the amount of \$8,310 and does not require any County match.

Board action is required to accept the grant from the Senior's Health Insurance Information Program (SHIIP) in the amount of \$8,310 with no County match.



Watauga County Project on Aging

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

Website: www.wataugacounty.org/aging angie.boitnotte@watgov.org

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

MEMORANDUM

TO: Deron Geouque, County Manager

FROM: Angie Boitnotte, Director

DATE: November 29, 2023

SUBJ: FY 2024 SHIIP Grant/Contract

The Project on Aging is eligible to receive a grant from the Senior's Health Insurance Information Program (SHIIP) which is a division of the North Carolina Department of Insurance. The grant amount is \$8,310 and does not require a local match.

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

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



**NORTH CAROLINA
DEPARTMENT OF INSURANCE**
MIKE CAUSEY, COMMISSIONER

State of North Carolina

County of Wake

Federal Award Agency: US Department of Health & Human Services, Administration for Community Living

Grant Information

<u>Contract Type</u> SHIP Govt	<u>CDEA #</u> 93.324	
<u>Federal Award Date</u> 03/28/2023		<u>Fiscal Year</u> 2023-2024
<u>Performance Period Start Date</u> 07/01/2023		<u>Performance Period End Date</u> 06/30/2024
<u>Grant Award #</u> 90SAPG0099-04-00	<u>Cost Center</u> 16001636G23	
<u>Award Amount</u> \$8,310.00	<u>Award Total Amount</u> \$8,310.00	

Subrecipient Information

<u>Subrecipient Business Name</u> Watauga County Project on Aging/LE Harrill Sr Ctr	<u>Subrecipient Address (incl. City, State, Zip)</u> 814 W. King St, Rm 216 Boone, NC 28607
<u>Subrecipient Telephone #</u> (828) 265-8090	

List of Required Subrecipient Statement of Work activities

1. Initiate and develop relationships with local community partners such as, Community Health Centers, Chambers of Commerce, Realtor Associations, Food Banks/Pantries, Local Senior Games, Area Agency on Aging, Parks & Recreation Departments, other Aging Programs, etc.... that support/align the overall

- Administration for Community Living (ACL) Performance Measures including diverse, hard-to-reach populations of Low-Income, Rural, and English as Second Language to promote SHIIP's toll-free number and services provided by SHIIP;
2. Provide ongoing Medicare counseling and enrollment assistance, including telephonic, virtual and/or in-person during the Medicare Open Enrollment Period of 10/15/23 through 12/07/23 and the Medicare Advantage Open Enrollment Period of 01/01/24 through 03/31/24;
 3. Conduct a minimum of two (2) presentations in person or virtual – at least one (1) New to Medicare or Medicare 101 presentation to the general public and one (1) Medicare Education presentation to a disability group or potential Extra Help group in your county including information on the Senior Medicare Patrol Program, Medicare Fraud; and represent SHIIP at a minimum of two (2) health fairs/senior fairs/special events utilizing local certified SHIIP counselors;
 4. Submit Beneficiary Contact, Group Outreach and Education, and Media Outreach and Education forms by the 15th of the month following the counseling session or event through the Federal reporting system STARS website for the date range of 4/1/2023 through 3/31/2024;
 5. Counsel at least three (3) percent of the county's Medicare population and report in the Federal reporting system STARS for the date range of 4/1/2023 through 3/31/2024;
 6. Reach out to 50 percent of the county's total population for Group Outreach and Education events and Media Outreach and Education events along with reporting in the Federal reporting system STARS for the date range of 4/1/2023 through 3/31/2024 (Group Outreach and Education events include: health fairs, senior fairs, interactive presentation to the public and enrollment events. Media Outreach and Education events include: television, radio, local newspapers, health fairs, promoting SHIIP on Agency website, newsletters, magazines, emails, flyers, digital banners, etc.);
 7. Coordinate a county volunteer recognition event during the grant period providing volunteers with appreciation items from the North Carolina SHIIP office and engage your Regional Manager;
 8. Coordinators will provide program information to county volunteers, including emails, SHIIP News and other materials received from the North Carolina SHIIP office;
 9. Coordinators will utilize current SHIIP marketing materials and dispose outdated items to ensure accuracy of information;
 10. Coordinators will ensure that agency promotes SHIIP services on/through agency website and social media platforms; and
 11. Participate in monthly Coordinator webinars/conference calls, follow-up meetings, SHIIP network trainings, and statewide and/or regional conferences during the reporting period. Funds should be allocated for possible phone costs, travel and/or meal reimbursement per agency guidelines.

Subrecipient Statement of Work and Line Item Budget Information

Attachment B - Statement of Work Items

Provide a narrative response for each question within the Statement of Work. *

During this grant period, we will initiate and develop relationships with community partners such as High Country Community Health, local pharmacies, the Hunger and Health Coalition, Watauga County Parks and Rec and High Country Senior Games, as well as other agencies to promote the services offered by SHIIP. We agree to continue to provide Medicare counseling and enrollment assistance throughout the grant period through in-person, telephonic, and virtual assistance means.

We agree to conduct no less than 2 presentations during this grant period including at least 1 to help new beneficiaries and the general public better understand Medicare and at least 1 presentation to educate disability groups or potential Extra Help groups. These presentations will include information about the SMP Program, Medicare frauds and scams, and new Medicare cards. We will also represent SHIIP at a minimum of 2 community events such as health fairs or other events utilizing local certified SHIIP counselors.

We agree to submit Beneficiary Contact, Group Outreach and Education, and Media Outreach and Education forms by the 15th of the month following the counseling session or event through STARS. We will counsel at least 3% of Watauga County's Medicare population and report it in STARS as required. We will reach out to 50% of Watauga County's population for Group Outreach and Education and Media Outreach and Education through community health fairs, adult services expos, Medicare 101 presentations, our monthly newsletters, website, radio, newspaper, social media outlets, and flyers. We will report those efforts in STARS.

We will coordinate an annual volunteer appreciation event during the grant period and distribute the appreciation items provided by the state office with our Regional Manager.

We will forward all emails and information from the state SHIIP office to our county's volunteers.

We will maintain current SHIIP marketing materials and dispose of outdated items to ensure accuracy of information.

We will promote SHIIP services through our website and social media platform.

We will participate in monthly webinars/conference calls, follow up meetings, SHIIP network trainings, and statewide and/or regional conferences as possible.

Attachment C - Line Item Budget and Budget Narrative

All fields must be completed. Zero dollar amount is an acceptable answer. Must agree to the award amount.

Contractual Amount *

\$0.00

Construction Amount *

\$0.00

Supplies Amount *

\$3,000.00

Equipment Amount *

\$4,000.00

Other Amount *

\$0.00

Travel Amount *

\$400.00

Personnel Amount *

\$910.00

Fringe Amount *

\$0.00

Award Total

\$8,310.00

Total Project Amount *

\$8,310.00**Written Description of Planned Expenditures ***

We plan to use \$4,000 of the grant money to purchase 4 new desktop computers for our computer lab used for SHIP counseling.

We plan to use \$400 of grant funds for travel and accommodations for our county coordinator to attend the annual SHIP Coordinator Conference.

We plan to use \$3,000 in grant funds to purchase paper, ink, pens, and other supplies needed to hold events and outreach, as well as to conduct counseling and trainings. We also intend to purchase promotional items such as tote bags, pill boxes, etc. for education and outreach events.

We plan to use \$910 or any remaining funds for personnel salary for time spent working on SHIP required activities including Medicare counseling, volunteer coordination, trainings, media engagement, and education outreach.

After filling out this required Statement of Work responses and Line Item Budget information:

1. Press the **Ctrl** key and the letter **P** key at the same time. This will open a new screen to print out this information.
2. The printed document needs to be signed by your financial officer.
3. Scan the signed document so that it can be digitized for uploading.
4. Upload the signed document by pressing the "Select files" button at the Attach Pre-Audit document area shown below.

Does your County require a pre-audit? *

Yes

Attach Pre-Audit document ***Subrecipient Reviewer (person completing the questions and budget) Decision ***

The information that you enter will get merged into the Contract document when you press the Submit button below.

Attachment C

For the period 7/1/2022 – 6/30/2023

Line-Item Budget and Budget Narrative

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

Subrecipient Name: _Watauga County POA/ LEH Sr Ctr_____

Award Amount: \$8,310.00_____

Budget	Amount
Contractual	
Construction	
Supplies	\$3,000.00
Equipment	\$4,000.00
Other	
Travel	\$400.00
Personnel	\$910.00
Fringe	
Total	\$8,310.00

(Pre-Audit Signature Below)

Signature

Date

Written description of planned expenditures:

We plan to use \$4,000 of the grant money to purchase 4 new desktop computers for our computer lab used for SHIP counseling.

We plan to use \$400 of grant funds for travel and accommodations for our county coordinator to attend the annual SHIP Coordinator Conference.

We plan to use \$3,000 in grant funds to purchase paper, ink, pens, and other supplies needed to hold events and outreach, as well as to conduct counseling and trainings. We also intend to purchase promotional items such as tote bags, pill boxes, etc. for education and outreach events.

We plan to use \$910 or any remaining funds for personnel salary for time spent working on SHIP required activities including Medicare counseling, volunteer coordination, trainings, media engagement, and education outreach.

Blank Page

AGENDA ITEM 8:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. January Meeting Schedule

MANAGER'S COMMENTS:

The Board has traditionally cancelled one of the meetings in December or January depending on how the holidays have fallen. Due to where Christmas and New Year's fall during the week, staff would recommend the Board cancel the first meeting in January as there would be insufficient time to prepare the Board packets. Historically, December and the first weeks in January have few issues requiring Board action.

Staff seeks direction from the Board in cancelling the first meeting in January.

Blank Page

AGENDA ITEM 8:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Boards and Commissions

MANAGER'S COMMENTS:

Watauga Medical Center Board of Trustees

The Watauga Medical Center Board of Trustees has recommended Dr. Paul Dagher, Ms. Meagan Phillips, and Ms. Mary Louise Roberts for reappointment as Board Trustees. Each of their terms would be effective January 1, 2024, through December 31, 2026. These are first readings.



November 27 , 2023

Mr. Deron Geouque
Watauga County Manager
814 West King Street, Suite 205
Boone, NC 28607

Dear Deron:

The Watauga Medical Center, Inc. Board of Trustees at their October 26, 2023 meeting unanimously approved submitting the following names to be considered by the Watauga County Commissioners for appointment to the Watauga Medical Center, Inc. Board of Trustees:

Paul Dagher, MD
Meagan Phillips
Mary Louise Roberts

The appointments will be for a three-year term beginning January 1, 2024 and ending December 31, 2026.

Thank you for your assistance with this process and please contact me should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Chuck Mantoath".

Chuck Mantoath, President & CEO

AGENDA ITEM 8:

MISCELLANEOUS ADMINISTRATIVE MATTERS

C. Announcements

MANAGER'S COMMENTS:

The Annual Employee Christmas Lunch will be held at Dan'l Boone Inn on Tuesday, December 12, 2023, from 11:30 A.M. to 2:00 P.M. The first lunch group will begin at 11:30 A.M. and the second lunch group will begin at 1:00 P.M.

AGENDA ITEM 9:

BREAK

AGENDA ITEM 10:

CLOSED SESSION

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