

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

**TUESDAY, FEBRUARY 7, 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: January 17, 2023, Regular Meeting January 17, 2023, Closed Session		1
	3	APPROVAL OF THE FEBRUARY 7, 2023, AGENDA		11
5:35	4	W.A.M.Y. PRESENTATION	MS. MELANIE JIRKA MS. AMBER BALDUF	13
5:40	5	4H PRESENTATION	MS. KATE PAYNE	19
5:45	6	BLUE RIDGE CONSERVANCY PRESENTATION	MS. WENDY PATOPRSTY	39
5:50	7	NEW RIVER CONSERVANCY PRESENTATION	MS. KATIE KROGMEIER	41
5:55	8	WATAUGA COUNTY PUBLIC LIBRARY ANNUAL REPORT	MS. MONICA CARUSO	59
6:00	9	MAINTENANCE MATTERS A. Bid Award Request for Hannah Building Roof B. Bid Award Request for Law Enforcement Center HVAC	MR. ROBERT MARSH	71 123
6:05	10	PARKS AND RECREATION OUT-OF-STATE TRAVEL REQUEST	MR. ERIC SMALLWOOD	127
6:10	11	FINANCE MATTERS A. Proposed Audit Contract for Fiscal Year Ending June 30, 2023 B. Proposed Letter of Engagement for County Financials for Fiscal Year Ending June 30, 2023	MS. SAMANTHA JONES	131 151
6:15	12	MISCELLANEOUS ADMINISTRATIVE MATTERS A. Boards and Commissions B. Announcements	MR. DERON GEOUQUE	155 161
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7:45	16	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

January 17, 2023, Regular Meeting

January 17, 2023, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 17, 2023**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, January 17, 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 5:30 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
 Deron Geouque, County Manager
 Anita J. Fogle, Clerk to the Board

Commissioner Russell opened with a prayer and Commissioner Castle led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Turnbow called for additions and/or corrections to the December 20, 2022, regular meeting and closed session minutes.

Commissioner Eggers, seconded by Commissioner Wallin, moved to approve the December 20, 2022, regular meeting minutes as presented.

VOTE: Aye-5
 Nay-0

Commissioner Eggers, seconded by Commissioner Wallin, moved to approve the December 20, 2022, closed session minutes as presented.

VOTE: Aye-5
 Nay-0

APPROVAL OF AGENDA

Chairman Turnbow called for additions and/or corrections to the January 17, 2023, agenda.

Commissioner Wallin, seconded by Commissioner Russell, moved to approve the January 17, 2023, agenda as presented.

VOTE: Aye-5
 Nay-0

PUBLIC HEARING TO ALLOW CITIZEN COMMENT REGARDING THE REQUEST TO NAME THE HIGHWAY 321 BRIDGE OVER WATAUGA RIVER NEAR WATAUGA RIVER ROAD IN MEMORY OF SERGEANT CHRISTOPHER DAVID WARD

A public hearing was scheduled to allow public comment regarding the naming of the Highway 321 Watauga River Bridge in memory of Sergeant Christopher David Ward. The hearing met the public forum requirement by the NCDOT showing community support for the naming request. As part of the process, a proposed resolution was presented to be submitted along with background information on the nominee, a description of what was requested to be named, as well as public input and support to NCDOT staff. NCDOT staff would review the information to ensure the application meets policy and confirm that there was not any local opposition. After review the NCDOT staff would forward to the Transportation Road, Bridge, and Ferry Naming Committee for action. The Board member representing the area where the requested bridge was located must endorse the request. If approved, the Transportation Road, Bridge, and Ferry Naming Committee will forward a resolution for the Board of Transportation's approval. The Board of Transportation will approve or deny the request.

Commissioner Wallin, seconded by Commissioner Castle, moved to call the public hearing to order at 5:35 P.M.

VOTE: Aye-5
Nay-0

With support from several friends and family in the audience, the following citizens spoke in support of naming of the Highway 321 Watauga River Bridge in memory of Sergeant Christopher David Ward: Mr. David Ward and Ms. Candace Ward. No opposition was presented.

Commissioner Wallin, seconded by Commissioner Castle, moved to close the public hearing at 5:37 P.M.

VOTE: Aye-5
Nay-0

Commissioner Eggers, seconded by Commissioner Castle, moved to adopt the resolution as presented; to direct staff to complete all necessary paperwork and forward to NCDOT for consideration, and to approve the payment for the \$2,000 sign fee.

VOTE: Aye-5
Nay-0

PROPOSED KILL/CHILL MEAT SLAUGHTER FACILITY UPDATE

Jim Hamilton, Cooperative Extension, presented the following update on the Kill/Chill project:

- \$474,450 awarded from NC Ag Development Trust Fund in August, bringing total committed funds for the project to \$2,370,000:

- Golden LEAF (\$1,000,000)
- Tobacco Trust Fund (\$220,000)
- ARC (\$100,000)
- Ag Development Trust Fund (\$474,000)
- ARP/Watauga County (\$500,000)
- Opportunity Appalachia (\$75,000)
- Soil testing at proposed site completed by Catawba Valley Engineering in early summer 2022 (\$4,000). \$13,407 spent to date on design/engineering out of \$77,800 allocated.
- Received notification of no award from USDA MPPEP proposal Nov 1 (which would have covered 20% of all construction costs). Another round of this grant funding to be announced shortly.
- Consultant sent proposed facility plans & budget in Oct & Dec for an 8,000 sq. foot facility. We requested scaled down plan in the ~4,000 sq. foot range to reduce footprint and budget. Waiting on updated facility & infrastructure plans from consultant for water and sewer before final planning/cost estimates/bid process. Should have those this month.
- Presented project overview to Town of Boone Town Council in Sept. Relayed the funding challenges of the project. Water and sewer access will have to be provided by Town. Town in support of the project and alluded to some financial and/or other support related to sewer/water infrastructure. Indicated that they would like to see plans and cost estimates before committing. Ordinance would have to be modified/amended related to annexation.
- High Country Council of Governments working on an EDA proposal to partially fund water/sewer infrastructure. Will be applying for an ARC construction grant in March 2023 to seek additional funding due to projected construction cost increases for the project.

This report was given for information only and, therefore, no action was required.

NEW RIVER CONSERVANCY PRESENTATION

Dr. Elizabeth Underwood, Executive Director of New River Conservancy, and Katie Krogmeier, New River Conservancy, presented an overview of the goals and objectives of the New River Conservancy and the restoration projects in Watauga County.

Dr. Underwood stated that the New River Conservancy began as a result of legislation signed by President Ford in 1976 designating the New River as a National Scenic River. The Conservancy performs restoration projects, river clean-ups, water quality monitoring and acquires land as well as provides land stewardship, public policy and works with higher education. The Conservancy holds the New River Symposium which is a multidisciplinary conference held biennially in the New River watershed. The Conservancy has utilized over 6,800 volunteers to retrieve over 13,000 tires and over 422,000 pounds of trash from the New River. The Conservancy has served as a river builder since 1998 with over 864,500 shrubs and trees planted and over 104 miles of stream planted. Dr. Underwood also shared information on the New River Trail.

Ms. Krogmeier presented information on their Boone Creek Temple Restoration project. Ms. Krogmeier stated that there was currently a failing culvert, lack of riparian buffer, and erosion and sedimentation issues as well as obstructions in the floodplain of Boone Creek which runs onto County property where the compound lot and the Agricultural Extension building is located. A

restoration project for this creek would prevent property loss, due to erosion, prevent future repair costs such as to the sewage line or culvert, mitigate flooding pressures, and increase water quality. Proposed solutions would be to fix the culvert on the Temple of the High Country property and reroute the stream for daylighting on the County's property, including building a bridge over the stream. Adding in-stream structures as well as removing the wall and other debris within the floodplain, repairing erosion on the downstream culvert and planting vegetation would also be included as part of the restoration project. Ms. Krogmeier stated that two grants were being sought which required the protection, via a Declaration of Covenant & Restrictions (DCR), of the restored area.

Ms. Krogmeier requested the County's support of the project, including a letter of support and agreeance to the DCR. Support was also sought for the comprehensive New River Water Trail.

A proposed letter of support would be considered at a future meeting.

ACCEPTANCE OF 2ND ROUND OF FY 2023 RURAL OPERATING ASSISTANCE PROGRAM (ROAP) FUNDS

On behalf of Mr. Craig Hughes, AppalCART Director, County Manager Geouque stated that a second allocation of Rural Assistance Operating Program (ROAP) funding was available. The additional funding of \$31,647 would increase the County's total funding to \$194,612. The revised funding amount was broken down into three categories, 1) \$75,348 for Elderly and Disabled Transportation Assistance Program, 2) \$16,414 for Employment, and 3) \$102,850 for Rural General Public.

Commissioner Wallin, seconded by Commissioner Russell, moved to accept the second allocation of ROAP funding in the amount of \$31,647.

VOTE: Aye-5
Nay-0

TAX MATTERS

A. Monthly Collections Report

On behalf of Mr. Larry Warren, Tax Administrator, County Manager Geouque presented the Tax Collections Report for the month of December 2022. The report was presented for information only and, therefore, no action was required.

B. Refunds and Releases

On behalf of Mr. Larry Warren, Tax Administrator, County Manager Geouque presented the Refunds and Releases Report for December 2022 for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Castle, seconded by Commissioner Eggers, moved to approve the Refunds and Releases Report for December 2022 as presented.

VOTE: Aye-5
Nay-0

PROPOSED 2023 “YEAR OF THE TRAIL” PROCLAMATION

Mr. Eric Smallwood, Parks and Recreation Director, presented a proposed proclamation for the Year of the Trail. The Proclamation was a statewide effort to raise awareness and an opportunity to showcase, promote, and celebrate our state’s extensive trail systems. Chairman Turnbow read the proclamation.

Commissioner Russell, seconded by Commissioner Wallin, moved to adopt the Year of the Trail proclamation as presented by Mr. Smallwood.

VOTE: Aye-5
Nay-0

AMENDMENT TO THE AGENDA

County Manager Geouque requested the Board amend the agenda to include personnel matters in the closed session.

Commissioner Eggers, seconded by Commissioner Castle, moved to a discussion under personnel matters to the scheduled closed session portion of the meeting.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Proposed Dates for Annual Pre-Budget Retreat

County Manager Geouque presented the proposed dates for the Annual Pre-Budget Retreat of February 9 and 10 or February 16 and 17. The proposed times were from 12:00-7:00 P.M. for Thursday and 9:00 A.M.-1:00 P.M. for Friday. Two days were required for the Retreat; however, the dates and times could be adjusted, if needed.

By consensus, the Board agreed to set schedule the Annual Pre-Budget Retreat on the dates of Thursday, February 9, from 12:00 to 7:00 P.M. and Friday, February 10, 2023, from 9:00 A.M. to 1:00 P.M.

B. Proposed Dates for Budget Work Sessions

County Manager Geouque presented the proposed dates for two budget work sessions held annually. The work sessions were scheduled after the Manager’s proposed budget would be

presented at the first meeting in May and prior to the public hearing to allow citizen comment on the proposed budget which was at the second meeting in May. The proposed dates for the budget work sessions were May 4 and 5 or May 11 and 12. The proposed times were from 12:00–8:00 P.M. for the first session and 9:00 A.M.–1:00 P.M. for the second session. Times and dates could be adjusted, if needed.

By consensus, the Board agreed to set the schedule for budget work sessions with the first to be on Thursday, May 4, from 12:00 P.M. to 8:00 P.M. and the second on Friday, May 5, 2023, from 9:00 A.M. to 1:00 P.M.

C. Boards and Commissions

County Manager Geouque presented the following:

Economic Development Commission

The Economic Development Commission (EDC) Articles of Association were recently amended to reflect a reorganization of the membership. The EDC, when all appointments were made, would consist of eleven (11) members - eight (8) would be standing seats representing organizations, and three (3) would be at-large seats appointed by the Board of Commissioners.

The eight (8) standing seat representatives are listed below:

Watauga County Board of Commissioners	Larry Turnbow	Chairman
Boone Town Council	Tim Futrelle	Mayor
Blowing Rock Town Council	Pete Gherini	Council Member
Beech Mountain Town Council	Barry Kaufman	Mayor
Seven Devils Town Council	Bob Bertini	Citizen designated by Town Council
Appalachian State University	Matthew Dockham	Director of External Affairs & Community Relations
Blowing Rock Chamber of Commerce	Charles Hardin	President and CEO
Boone Area Chamber of Commerce	David Jackson	President and CEO

Three At-Large appointments were needed.

The County Manager stated that volunteer applications were received from the following expressing interest in serving on the EDC as an at-large appointee: Jane Lee Rankin, Kelly Coffey, Dan Meyer, Virginia Lee Wallace, Angela King, and Suzanne Livesay.

Chairman Turnbow, seconded by Commissioner Russell, moved to appoint Jane Lee Rankin to serve as an At-Large member on the Economic Development Commission.

VOTE: Aye-5
Nay-0

Commissioner Castle, seconded by Commissioner Eggers, moved to appoint Dan Meyer to serve as an At-Large member on the Economic Development Commission.

VOTE: Aye-5
Nay-0

Commissioner Wallin, seconded by Chairman Turnbow, moved to appoint Suzanne Livesay to serve as an At-Large member on the Economic Development Commission.

VOTE: Aye-5
Nay-0

Commissioner Appointments to the Watauga County Planning Board and Boone Rural Fire Protection Service District Board

County Manager Geouque stated that each Commissioner nominates a representative to the Boone Rural Fire Protection Service District Board and the Watauga County Planning Board whose terms were to run concurrent with the term of the appointing Commissioner. Planning Board members must live within the appointing Commissioner's District and action must be taken by the entire Board of Commissioners to make these appointments. Boone Rural Fire Protection Service District Board members must own property and reside within the Fire Service District.

Commissioner Russell tabled his appointment to the Planning Board to a future meeting.

Commissioner Russell, seconded by Commissioner Wallin, moved to appoint Lee Stroupe to the Boone Rural Fire Protection Service District Board as representatives of District 2.

VOTE: Aye-5
Nay-0

Commissioner Appointments to Various Boards & Commissions

County Manager Geouque stated that Commissioners were appointed to various Boards and Commissions each year.

Chairman Turnbow presented the list of Boards & Commissions with proposed appointments. Some of the appointments were legal requirements that the Commissioners serve, and some were at the request of the agencies.

The majority of these appointments could 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 was more than one nomination for a particular appointment, the Board could vote on each nomination separately.

Chairman Turnbow presented the following for consideration:

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 Comm. 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

Commissioner Russell, seconded by Commissioner Wallin, moved to appoint Commissioners to serve on the various Boards and Commissions as listed above:

VOTE: Aye-5
Nay-0

D. Announcements

County Manager Geouque announced that the Blowing Rock Chamber invited the Commissioners to attend a meet and greet reception for newly elected officials on January 17, 2023, from 5:00 PM to 6:30 PM. Unfortunately, the Chamber overlooked that the date was the same time as the ongoing County Commissioner's Board meeting. The Chamber encouraged the Board to please come by if the ongoing meeting adjourned early.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

At 6:53 P.M., Commissioner Castle, seconded by Commissioner Wallin, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Personnel Matters, per G. S. 143-318.11(a)(6).

VOTE: Aye-5
Nay-0

Commissioner Castle, seconded by Commissioner Russell, moved to resume the open meeting at 9:04 P.M.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Russell, seconded by Commissioner Castle, moved to adjourn the meeting at 9:04 P.M.

VOTE: Aye-5
Nay-0

Larry Turnbow, Chairman

ATTEST:
Anita J. Fogle, Clerk to the Board

AGENDA ITEM 3:

APPROVAL OF THE FEBRUARY 7, 2023, AGENDA

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AGENDA ITEM 4:

W.A.M.Y. PRESENTATION

MANAGER'S COMMENTS:

Representatives from WAMY will update the Board on their housing efforts. The report is for information only; therefore, no action is required at this time.

Watauga Housing Coalition

The Watauga Housing Coalition was formed to perform repairs on homes to make them safer for the families and, in many cases, to make them ready for weatherization. The funding is made up of private donations, local government, and foundations. Watauga County granted WAMY \$10,000 toward projects in Watauga County this year. This was very helpful, but as you can see, the need is so much greater than our funding could meet this year.

Completed Projects:

- 1) Elderly woman raising her small granddaughter. Her income is only \$900 per month. She needed major home repairs, including a porch, floor repairs and more which were completed by a group of volunteers from a local church. We also helped with brush removal to make her entrance into the home safer.
- 2) Elderly lady with some physical disabilities who is also caring for her aging mother. Combined income is around \$1700 per month. We were able to use volunteers and Coalition funding to work on a bridge, deck and new stairs to the entrance to their home – see Betty Lou’s story.
- 3) We helped three people with heating systems that did not qualify for our federal program for various reasons. One was an 82 year old man with an income of only \$800 per month, Another was an elderly couple in their 70s. The husband has cancer and their combined income is only \$1500 per month.
- 4) We performed a water remediation repair for a couple with a gentleman who has dementia. He has had several surgeries and his wife takes care of him.

The Waiting List:

- Clients are 73 & 78 - roof leaking - income \$1250 combined
- Client is late 60's - roof leaking, needs kitchen and bathroom flooring repairs - income is \$870 per month
- Disabled client in late 60's in wheelchair - needs ramp and floor repair - income is \$890
- Client is early 80's - roof leaking in several spots - income is \$690
- Elderly mother and disabled daughter living in small mobile home - roof leaks, needs ramp, door replacement and floor repairs - incomes \$1000 combined
- Man in his late 70's in desperate need of windows and flooring. He uses a wheelchair and walker in the small mobile home - income is \$725 each month
- Multi-generational household - great grandmother, grandmother, daughter and son in law with 3 children under 3. Home needs a new roof, flooring, repairs to the outside entry, doors, several windows - income for the family is less than \$40,000
- Elderly lady in her 70's in poor health – previous fires - needs her chimney cleaned and lined – also needs flooring repairs and windows
- Elderly woman in her 60's needs handicap ramp to home, and new roof. Inside of mobile home also needs work - estimate of over \$20,000. Income is less than \$700 per month
- Older man with an injured back and a colostomy bag– needs a new roof & repairs to furnace – still trying to work making around \$900 per month.

- Elderly disabled grandmother and mentally challenged daughter trying to raise 2 children - leaking roof, damaged flooring, inadequate windows and ceiling damage.
- Single elderly lady trying to care for her daughter fighting addiction - needs a new furnace and new sheetrock due to a leaking roof; needs electrical upgrades, underpinning and insulation - income is around \$1900
- Family of 4 in need of heating repairs and a new door - Mom is going to school and working, Dad is disabled. Daughters are 9 and 8. Income is less than \$40,000 per year
- Late 50's disabled lady living alone in small mobile home park, uses lift and cane - needs bathroom repairs, flooring repairs, and has several leaks around the home; Income is less than \$900 per month.
- Couple in their late 70's - need a handicap shower, a new roof, water leaks have caused issues in the kitchen, bedroom, and bathroom, repairs to the siding and they need some windows replaced - income \$1500 combined
- Multigenerational household; 3 disabled older people; 1 mentally challenged brother; 1 single father to small daughter trying to work to make ends meet. Home needs HVAC repair/replacement; new windows; mold mitigation, electrical repairs, window and door repairs - income for entire household is less than 200% of poverty for family of 6
- Early 60's disabled female - needs a new roof, furnace repair/service, and new door - income is less than \$800 per month.
- Almost completely blind man and his wife in late 60's - needs a roof - income for both is around \$750 per month
- Man with several disabilities trying to care for aging mother - living in a mobile home that needs kitchen, bathroom, flooring and water line repairs - Income for both is \$1500
- Middle 50's disabled lady - needs a roof and flooring due to leaks - Makes \$1200/month
- Elderly lady recovering from a broken back - in desperate need of a new porch and steps - income is only \$725 per month

Betty Lou

Betty Lou came to WAMY for help paying one of her bills under the COVID relief funding that WAMY had. While there, we learned that she had some housing needs that she had been trying to get help with for years. She had been to several other places for assistance, but her situation was so complicated, her request remained on hold or was never answered. The application was given to the housing department and was approved, but she went on our waiting list. In Watauga County, the waiting list can get pretty backed up because we have less funding available in this county.

Fortunately, Betty Lou fit into several of the categories of the grants we had available at the time. Her home was an older home but was in good shape. The home's driveway is a little away from the home, making it necessary to have a walking bridge to cross the creek. The client was taking care of her aging mother and the steps and deck to the home from the bridge were dangerous to most people, even more so for an elderly 89-year-old lady.

Betty Lou was fearful that she would not be able to continue caring for her mother if she couldn't get the stairs and deck repaired. WAMY sent one of its best contractors out to give an estimate

on the project. And though it was a big project, he gave a fair estimate and said he would help in any way to make this happen. After several meetings and funding from 4 different sources, the project was approved. There were some bumps along with way, but each hurdle was met with a positive outlook and produced a positive outcome.

In the end the client received the much-needed entrance to her home. Her mother can now feel safe going up and down the steps. Betty Lou has invited everyone for coffee this coming summer to enjoy the beautiful views from her new deck.



Other Housing Programs

Housing Preservation Grant:

In Watauga County, we assisted 10 families and used our Housing Preservation Grant in the following ways:

• Restore Water Service
• Water Leak Remediation
• Weatherization (heating leveraged)
• Weatherization (home repair leveraged)
• Roof
• Deck/Bridge/Egress
• Structure/Foundation

Weatherization/Heating & Air

- 13 Families in Watauga County were assisted with Weatherization and Heating & Air Replacement/Repair services.

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AGENDA ITEM 5:

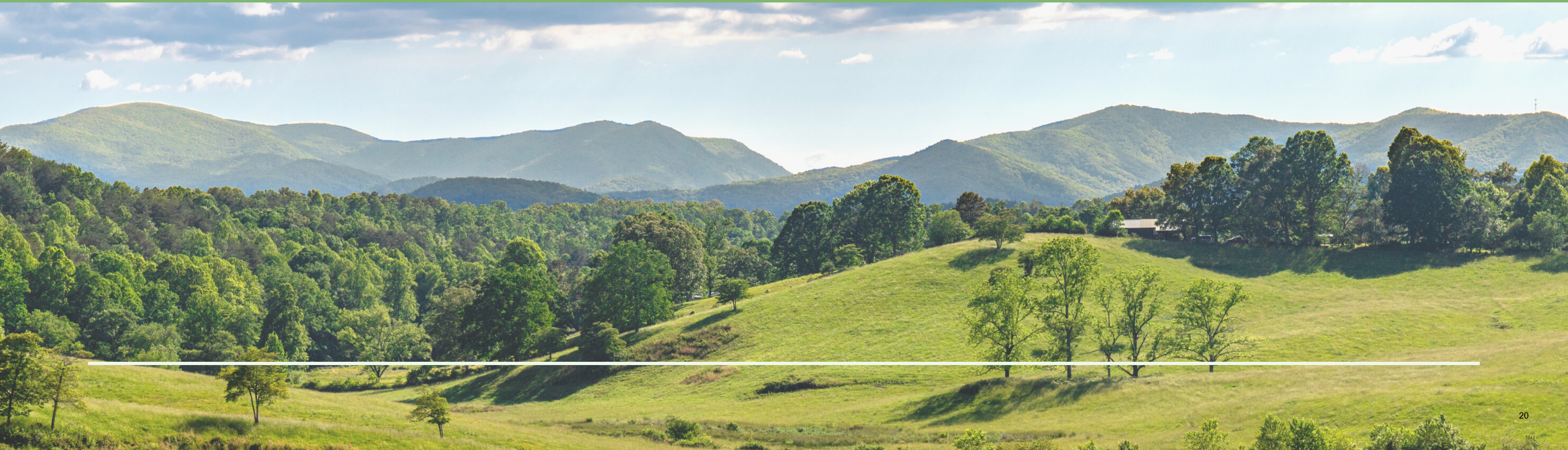
4H PRESENTATION

MANAGER'S COMMENTS:

Ms. Kate Payne will provide a presentation regarding 4H. Staff would recommend any discussions regarding 4H be led by Cooperative Extension Director Jim Hamilton.

HEAD HEART HANDS HEALTH

WATAUGA COUNTY 4H





WHAT IS 4H?

4-H IS THE LARGEST YOUTH ORGANIZATION IN THE UNITED STATES WITH MORE THAN 7 MILLION PARTICIPANTS.

4H is known for giving youth the opportunity to “Learn by Doing” and meet new friends that share interests. You can participate in projects where you make something, develop a skill, and raise and/or train animals,

BENEFITS OF 4H



According to several studies, including ones conducted by Colorado and Tufts Universities, youth who participate in 4-H programming are:

- More likely to experience positive development and less likely to participate in risk behaviors such as stealing, illegal drugs, smoking, or alcohol use. More likely to succeed in school, achieving higher grades.
- 4 times more likely to make positive contributions to their community.
- 2 times more likely to make healthier choices (nutrition and physical activity).
- 2 times more likely to participate in STEM (Science, Technology, Engineering, Math) activities.
- 2 times more likely to be civically engaged and are more likely to communicate more effectively and maturely.

99%

OF NORTH CAROLINA COUNTIES
ALREADY HAVE A 4H CLUB OR MULTIPLE.

THERE ARE OVER 265,000 CHILDREN IN NC ENROLLED
IN 4H.

SINCE JANUARY 1, 2023, THE START OF WATAUGA'S
NEW 4H CLUB...

BERTIE COUNTY IS NOW THE ONLY COUNTY WITHOUT
AN ACTIVE 4H CLUB.



WHY IS 4H IMPORTANT?



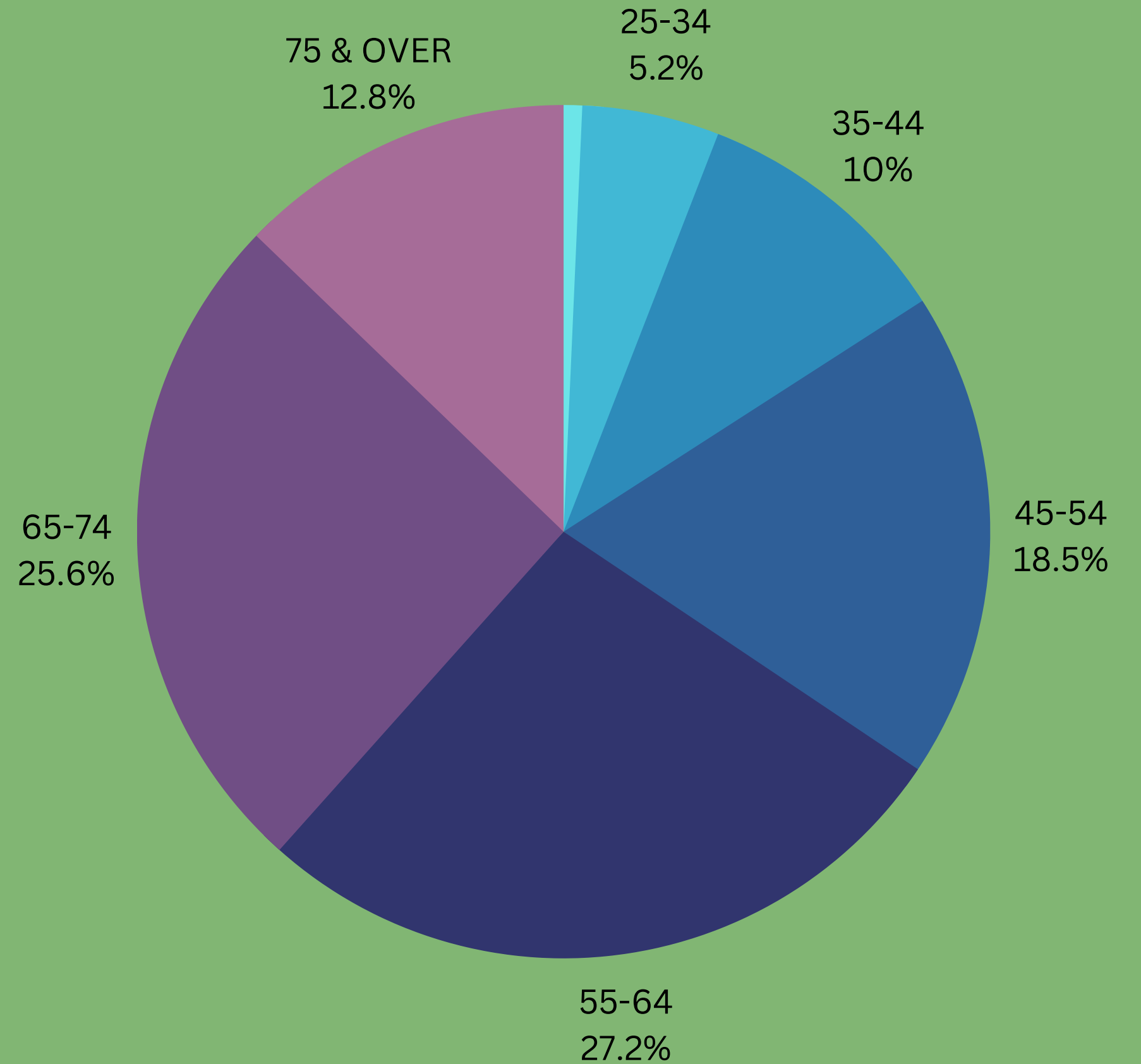
According to National Agriculture Statistic Service via the USDA, the average farm operator is 58 years of age.

The average life expectancy in America is 77 years of age.

If we do not get kids involved in farming and agriculture...

Based on 2021 statistics....

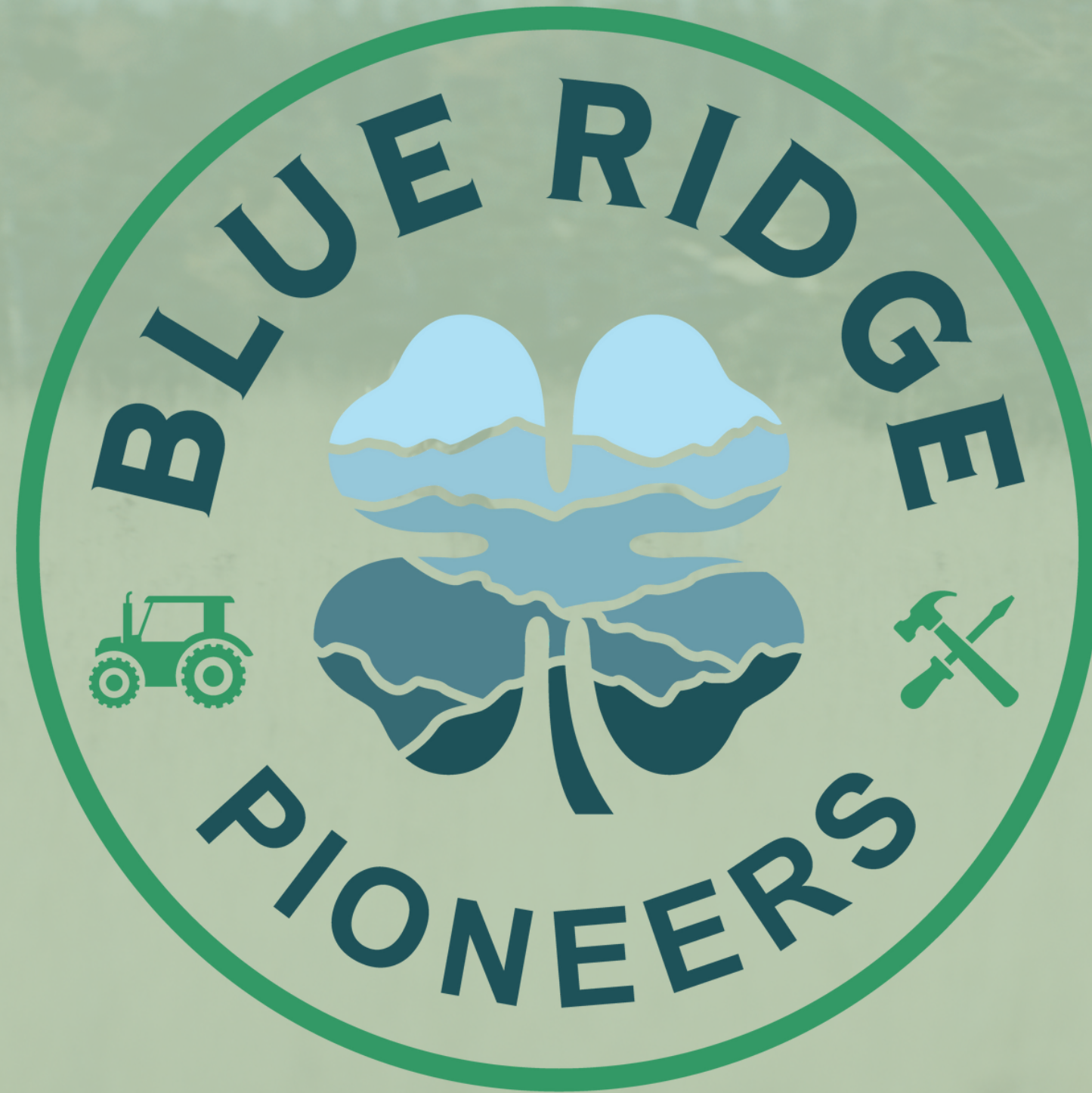
- In 5 years we will lose 12.8% of operators
- In 10 years we will lose an additional 25.6%
- In 20 years we will lose over 65% of our farm operators.



SOURCE OF NC FARM INCOME



WATAUGA COUNTY 4H



2023 PROJECTS



CHICK TO CHICKEN

Youth participants get 2 chicks to raise. They attend monthly workshops where they learn to raise and care for their animals. The project concludes with showing their chickens at the Avery County Fair.

BEEF PRODUCTION

Youth participants get their own bottle calf, and attend monthly workshops where they learn how to care for, raise, and show their animal. At the conclusion their animal is sold and the youth receive the money from their sale.

EQUINE EXPLORERS

Youth will learn about horsemanship, anatomy, tack, grooming, and more. This is an unmounted club. Youth will work with horses but will not need to ride or own a horse to participate in monthly meetings.

2023 PROJECTS



SHOOTING SPORTS

Youth can choose from Rifle, Shotgun, and/or archery. Focusing on firearm education and safety, participants will have the opportunity to compete in regional, district, and state competitions.



TRADES TRAINING

Youth will meet with local tradesmen and women to learn the basics. They will pick a small project at the beginning that encompasses all of the construction trades to complete together throughout the year. Trades include but are not limited to Electrical, Plumbing, HVAC, Carpentry, Painting, Masonry, etc.



A VISION FOR OUR YOUTH

WATAUGA COUNTY 4H

FUNDING

4H FUNDING

4-H youth development is an important part of the total Cooperative Extension System's educational program. From the very beginning it was intended that the Cooperative Extension Service would provide for the teaching of youth. Funding for Cooperative Extension programs is provided at the federal level by the U.S. Department of Agriculture and at the state and local government levels. In addition, other private sources may provide private funding to support certain programs.

BENEFITS OF 4H



According to several studies, including ones conducted by Colorado and Tufts Universities, youth who participate in 4-H programming are:

- More likely to experience positive development and less likely to participate in risk behaviors such as stealing, illegal drugs, smoking, or alcohol use. More likely to succeed in school, achieving higher grades.
- 4 times more likely to make positive contributions to their community.
- 2 times more likely to make healthier choices (nutrition and physical activity).
- 2 times more likely to participate in STEM (Science, Technology, Engineering, Math) activities.
- 2 times more likely to be civically engaged and are more likely to communicate more effectively and maturely.



FOR OUR YOUTH

WATAUGA COUNTY COULD OFFER...

A COUNTY FACILITY GEARED TOWARDS AGRICULTURE

WATAUGA COUNTY 4H | 2023

NORTH CAROLINA AGRICULTURAL CENTERS & HORSE COMPLEXES

STATE OPERATED

WNC AG CENTER IN FLETCHER

JAMES B HUNT HORSE COMPLEX IN RALEIGH

EASTERN AG CENTER IN WILLIAMSTON

SOUTHEASTERN NC AG CENTER IN LUMBERTON

COUNTY OPERATED FACILITIES

HALIFAX COUNTY 4H HORSE COMPLEX

SURRY COUNTY MOODY MEMORIAL HORSE RING

JOHNSON COUNTY LIVESTOCK ARENA

PAMLICO COUNTY BRINSON MEMORIAL ARENA

WAKE COUNTY (PROJECT IN WORKS NOW)

DAVIDSON COUNTY

CABARRUS ARENA & EVENT CENTER

GREAT SMOKIES ARENA IN WAYNESVILLE

GRANVILLE COUNTY LIVESTOCK ARENA

LENOIR COUNTY LIVESTOCK ARENA

HALIFAX COUNTY

FACILITY USES

The Halifax County 4-H Horse and Livestock Complex in Halifax, NC was constructed with the primary purpose of hosting agricultural, educational, and community events that provide a service to the residents of Halifax County. The Complex consists of two (2) outdoor arenas, twelve (12) RV Hookup locations including electricity and water, a restroom facility, concession stand, a sixteen (16) stall barn, and several miles of wooded, marked trails.



Our Board



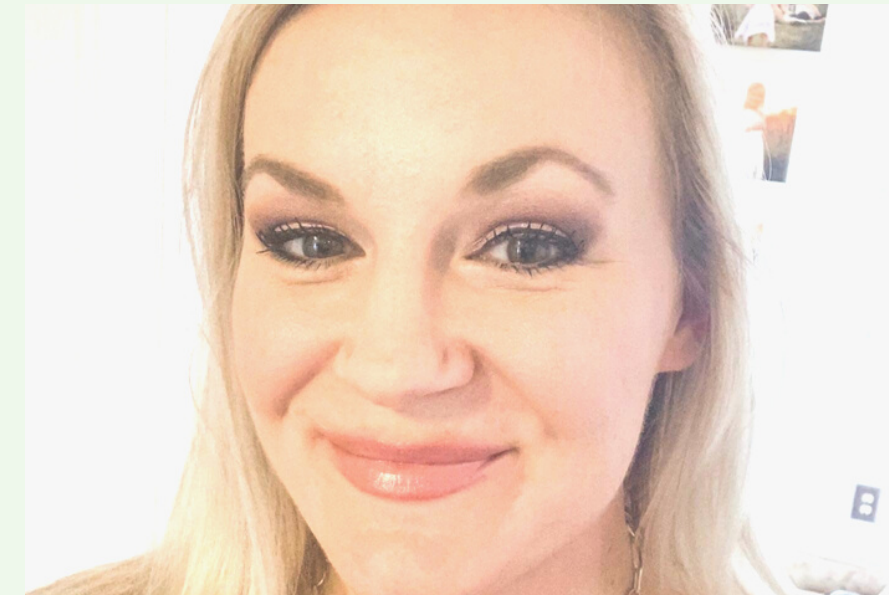
KATE PAYNE
President

Founder of the High Country Rodeo Association, Kate has a passion for the western lifestyle and the benefits it brings to our community and children.



HANNAH OSBORNE
Vice President

A past 04-07 Watauga 4H member, Hannah was apart of one of the last 4H clubs this County has had. A native to the High Country, Hannah and her Husband raise their two daughters on their farm.



ROBIN TOMER
Secretary

A equine enthusiast Robin has been participating with her two young daughters in 4H in Wilkesboro.



CONTACT US

MAILING ADDRESS

971 W King St, Boone, NC 28607

EMAIL ADDRESS

watco4h@gmail.com

PHONE NUMBER

(828) 773-0252



AGENDA ITEM 6:

BLUE RIDGE CONSERVANCY PRESENTATION

MANAGER'S COMMENTS:

Ms. Wendy Patoprsty, Middle Fork Greenway Director, will request the Board approve a letter of commitment for at least a 25% match and completion of the project within a 3-year time frame for the NC Recreational Trails Program (RTP) grant. Blue Ridge Conservancy is providing the match. The letter would state that the Middle Fork Greenway is on target to be completed in the next three years and that the PARTF grant was funded.

Board action is required to authorize the drafting and approval of the letter of commitment.



February 10, 2023

To: Watauga County Board of Commissioners

From: Wendy Patoprsty, Blue Ridge Conservancy

Re: Middle Fork Greenway Grant Application

Dear Watauga County Commissioners,

Thank you for your continued support of the Middle Fork Greenway Project. With your permission, the Middle Fork Greenway (MFG) team would like to apply for an NC Recreational Trails Program (RTP) grant due February 17, 2023. In 2018, Watauga County was awarded \$100K through this grant for the MFG. It closed out in 2022 with the completion of the 321 trailhead segment of the trail.

If awarded, the Feb 2023 RTP grant will go toward the newest tract of land purchased by Blue Ridge Conservancy for the Boone Gorge Park development along the Middle Fork Greenway. According to Eric Smallwood, Watauga County Parks and Recreation Director, Watauga County is not applying for this grant on any other projects, so there would be no local competition.

High Country Council of Governments (COG) has agreed to administer this grant if awarded. The COG is administering two additional MFG grants for the development of the Boone Gorge Park, NC PARTF, and NC WRD grants, totaling \$1 million for Watauga County.

We are grateful for the partnership with Watauga County on the Middle Fork Greenway. It is essential for this legacy community project that will be used and enjoyed for generations to come.

Sincerely,

A handwritten signature in cursive script that reads "Wendy Patoprsty". The signature is written in a dark ink and is positioned below the word "Sincerely,".

Wendy Patoprsty
Blue Ridge Conservancy
Middle Fork Greenway Director

AGENDA ITEM 7:

NEW RIVER CONSERVANCY PRESENTATION

Ms. Katie Krogmeier, Restoration Director for the New River Conservancy, will make a formal request to the Board regarding the Boone Creek Temple Restoration Project. Ms. Krogmeier will request the following:

- 1) Permission to implement the stream restoration project on County property (parcel IDs - 2900-59-4808-000, 2900-69-5897-000, & 2900-69-5774-000).
- 2) Watauga County to place a DCR (Declaration of Covenant and Restrictions) on each parcel. The placement will vary depending on the parcel, but it must cover the riparian zone (up to 50 ft) around Boone Creek.
 - It is recommended that the area of County land, on parcel 2900-59-4808-00, that is in between the Temple property and Poplar Grove Connector Road be covered in its full extent.
- 3) Watauga County to hold a conservation easement on the riparian zones of Temple of the High Country Property.
- 4) Provide a letter of support to New River Conservancy discussing what is agreed upon above.

Board action is required to approve the requested items in support of the Boone Creek Temple Restoration Project.



WATAUGA COUNTY

OFFICE OF THE
COUNTY MANAGER

Administration Building, Suite 205 – 814 West King Street – Boone, NC 28607 – (828) 265-8000
TDD 1-800-735-2962 – Voice 1-800-735-8262 – FAX (828) 264-3230

February 7, 2023

Katie Krogmeier, Restoration Director
New River Conservancy
PO Box 1480
West Jefferson, NC 28694

RE: Letter of Support of the Boone Creek Temple Restoration Project

Dear Miss Krogmeier,

Watauga County is proud to support the Boone Creek Temple restoration project. The community has been aware of the condition of Boone Creek for many years and we understand that the creek and floodplain are in need of restoration.

Boone Creek is actively eroding, disconnected from the floodplain, and contributing sediment pollution and large volumes of stormwater to the New River. Additionally, active erosion of the banks has undermined Watauga County, and Temple of the High Country property, as well as threatened sewer infrastructure running parallel to the creek.

Though the scope of the proposed Temple Restoration project is not entirely within Watauga County property, the county is responsible for maintaining the parcels where Boone Creek flows along this project site. Watauga County pledges to support the project by providing access to county property within the proposed project site for restoration work and by placing and maintaining a Declaration of Covenant & Restrictions along the riparian corridor of the restored area. Watauga County will also hold the conservation easement on the riparian zone for the Temple property. We understand that by restoring this section of Boone Creek will prevent future property loss and damage, increase the water quality, and support the aquatic habitat of Boone Creek. Not only will the stream and floodplain function more efficiently, but aquatic life will now have access to the upstream section of Boone Creek where vital life cycle processes can occur.

Watauga County is happy to express support for the restoration of Boone Creek at the Temple of the High Country, and we look forward to the implementation of the project.

Sincerely,

Deron Geouque
County Manager

Watauga County

Upcoming Projects From New River Conservancy

Watauga County
2.7.2023

Katie Krogmeier
Restoration Director, New River Conservancy



New River Conservancy

*Protecting the waters, woodlands and wildlife
of the New River Watershed*

At This Time... We Could Use Your Support!

New River Water Trail

1. Support for the comprehensive New River Water Trail

Boone Creek (Kraut Creek) Restoration

1. Will you grant permission for New River Conservancy to conduct restoration on county property?
2. Will Watauga County put a DCR (Declaration of Covenant & Restrictions) on county parcels?
3. Will Watauga County hold a conservation easement on the riparian zone of the Temple property?

New River Water Trail



GILES COUNTY, VA

- Points of Interest
- New River
- Creeks & Tributaries
- Public Boat Landing
- Private Boat Access
- Cabin Rentals
- Dining
- Rt. 460 / 4 Lane
- Secondary Road Paved
- Narrow or Gravel Road
- Stocked Trout Streams
- Special Regulation Trout Streams
- Waterfall
- Appalachian Trail
- Appalachian Trail Camping
- Great Eastern Trail
- Mary Draper Ingles Trail
- Mountain Biking Trails
- Scenic Biking Route
- Primitive Camping
- RV Camping
- Day Hikes
- Information/Visitors Center



020723 BCC Meeting

Craig County
25 min.
to Paint Bank

I-77 & Princeton
30 min.

Montgomery County
20 min. to Blacksburg and
Virginia Tech

OUTFITTERS AND GUIDES

- 1. New River's Edge:** Outfitter specializing in family and group activities. Lodging, tubing, canoeing, kayaking, shuttle, food and beverage. Play for a day 10:00am-4:00pm Fee. Private boat access. www.newriversedge.com | (540) 599-8382
 - 3. Tangent Outfitters:** Full service outfitter and guide service, specializing in canoeing, kayaking, rafting, mountain biking and guided fishing. www.tangentoutfitters.com | (540) 626-4567
- New River Outdoor Co.:** New River Outdoor Co. specializes in professionally guided fishing trips on the smallmouth- and musky-rich waters of the nationally recognized New River and private, watercraft vacation rentals along the hidden banks of Walker Creek. www.newriveroutdoorco.com (540) 921-7438

Please visit
www.newriverwatertrail.com
for more information and detailed
paddle maps.



PUBLIC & PRIVATE BOAT ACCESS

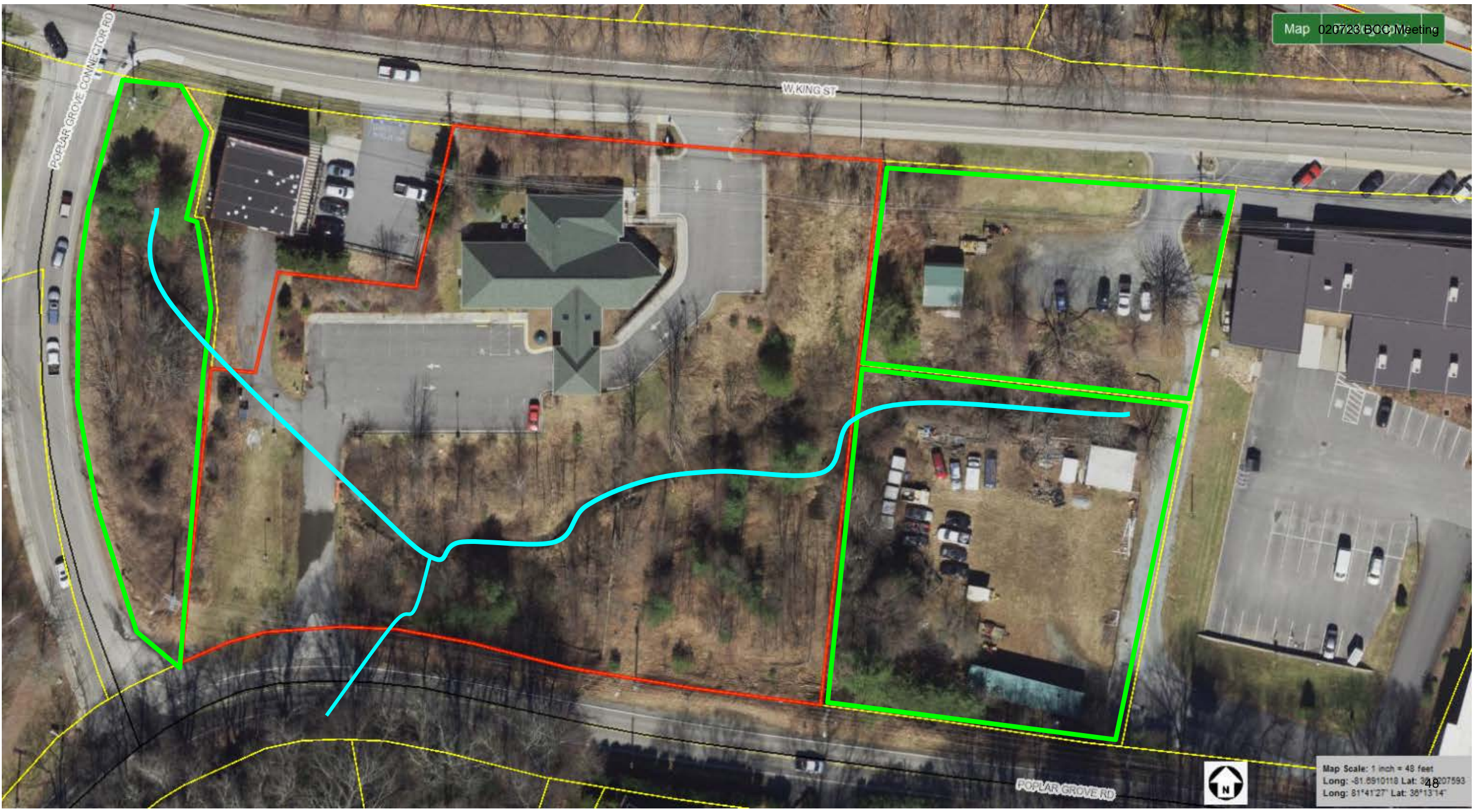
- 1. New River Junction:** 2591 Big Falls Rd., Blacksburg. Private river access available only when the New River Junction is open. Fee applicable. 540-636-6633
- 2. New River Park Private Access:** 115 New River Park Ln., Newport. Private campground. Reservations: 540-599-2777
- 3. Lewis Landing at Eggleston:** Eggleston Rd. to Rt. 622 River Rd. Turn left toward bridge. Public paved parking lot and boat launch. MM 136.5
- 4. Eggleston Springs Private Access:** 946 Cliffview St., Pembroke. Private ramp access for sea. Campground and primitive camping. 540-626-6366
- 5. Pembroke Boat Landing:** Take Rt. 460 to Snider Rd. in Pembroke. Stay right. Take left fork onto River Road. Boat Landing sign can be seen. Follow paved road over the railroad tracks. Boat ramp is on left just before bridge. MM 142.2
- 6. RNR Campground:** Opposite side of the bridge from Pembroke Boat Landing. Primitive camping. 540-622-0091. MM 142.2
- 7. New River's Edge Private Access:** 665 Rocky Hollow Rd., Pembroke. NRE is on the right through the green gate across from the old quarry. 540-599-8382
- 8. Ripplemead Boat Landing:** 995 Ripplemead Rd., Ripplemead. Primitive camping, facilities available. MM 144.6
- 9. Hales Landing at Bluff City:** Turn onto Cord Rd. at east end of Rt.460 bridge and at stop sign turn left onto Thomas Dr. Turn Right onto Tannery Rd. Go across tracks under the bridge. MM155
- 10. Camp Success Boat Landing:** Take Rt. 460 to Narrows. Cross over the New River and take your first right turn onto Lurch Rd. Camp Success is on your right. Take camp's gravel road to get to the boat ramp. Primitive camping and bathrooms. MM 156.8
- 11. Lurch Road Boat Landing:** Take Rt. 460 to Narrows. Cross over the New River and take your first right turn onto Lurch Rd. Pass Camp Success, on your right. Approximately 3 miles boat ramp will be on your right just past the Narrows Falls. MM 157.9
- 12. Rich Creek Boat Landing:** Located near Gentry's Landing on US-460E in Rich Creek. Public boat ramp made of concrete. This site is within walking distance to the Gentry's Landing Campground. MM 168.0
- 13. Gentry's Landing:** 1770 Virginia Ave., Rich Creek. Private concrete boat ramp, RV campground and facilities. MM 162.7
- 14. Glen Lyn Boat Landing:** 172 Campground Dr. Glen Lyn. Public concrete boat ramp. This ramp is adjacent to an RV campground. MM 162.7
- 15. Johnson Fall Boat Landing:** 1410 Shumate Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Best for Canoe/Kayak launch. MM 164.3
- 16. Shumate Falls Boat Landing:** 846 Shumate Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Sandy beach area. Best for Canoe/Kayak launch. MM 165.0
- 17. Sand Box Boat Landing:** 1515 Shumate Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Best for Canoe/Kayak launch. MM 166.4
- 18. Stone Line Falls Boat Landing:** 2534 Shumate Falls Rd., Glen Lyn. Public gravel parking lot and boat ramp. Best for Canoe/Kayak launch. MM168.7

Boone Creek Temple Restoration



New River Conservancy

*Protecting the waters, woodlands and wildlife
of the New River Watershed*



POPLAR GROVE CONNECTOR RD

W. KING ST

POPLAR GROVE RD



Map Scale: 1 inch = 48 feet
Long: -81.6910118 Lat: 34.8207593
Long: 81°41'27" Lat: 36°13'14"

Current Conditions

- Failing culvert upstream
- lack of riparian buffer
- erosion & sedimentation



Current Conditions

- obstruction in the floodplain





Current Conditions

- erosion & sedimentation
- manhole exposed
- property loss



Current Conditions

- erosion & sedimentation
- eroding around culvert downstream



Implementing this restoration project will:

- prevent property loss
- prevent future repair costs that may incur:
 - > repair to sewage line
 - > repair of culvert as it becomes compromised
- mitigate flooding pressure from Boone Creek
- increase water quality
- provide community education

Our Solution

- fix culvert upstream (Temple & Galileo's property) & reroute stream for daylighting (County property)
 - > build bridge over stream instead
- add in-stream structures
- remove wall and other debris within floodplain
- repair erosion on downstream culvert and protect from future issues
- plant vegetation

Current Stage of Project

- Going after two grants that both require protection of restored area
 - > NCLWF
 - > DWR
- Currently getting estimates and a conceptual plan made
- Have support from Town of Boone and Watauga County Cooperative Extension

At This Time... We Could Use Your Support!

New River Water Trail

1. Support for the comprehensive New River Water Trail

Boone Creek (Kraut Creek) Restoration

1. Will you grant permission for New River Conservancy to conduct restoration on county property?
2. Will Watauga County put a DCR (Declaration of Covenant & Restrictions) on county parcels?
3. Will Watauga County hold a conservation easement on the riparian zone of the Temple property?

Thank you for letting us present to you!

Q&A

AGENDA ITEM 8:

WATAUGA COUNTY PUBLIC LIBRARY ANNUAL REPORT

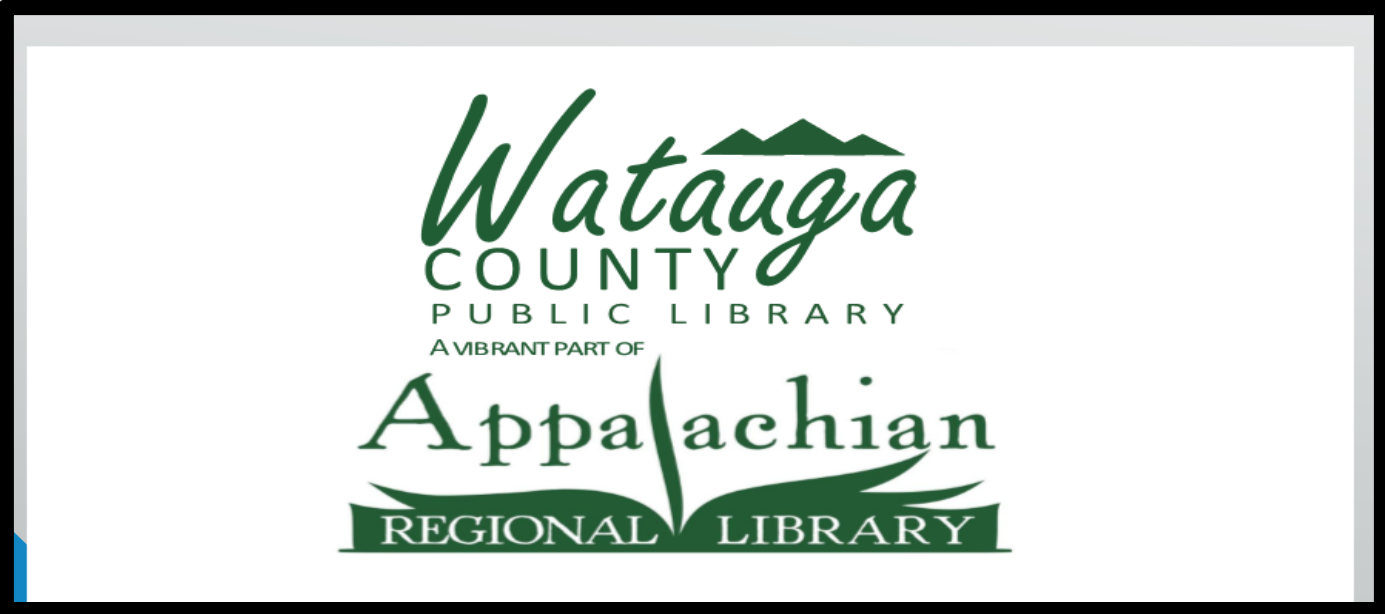
Ms. Monica Caruso, County Librarian, will present the Watauga County Public Library Annual Report.

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

Watauga County Public Library

2022

Highlights





- Continued to use DIY sneeze guards throughout building until the summer, at which time we had some beautiful wood frames made for all public service desks (thanks to Wink Winkelmann)
 - In March, we lifted the mask mandate
- Beginning in August, we began giving away Covid tests obtained from Apphealthcare (554 boxes distributed to date)
 - Continued to keep hand sanitizer at all desks/self-check/OPACs and had disposable masks available
 - Continued to offer Touchless Library Card
 - Curbside always available

PANDEMIC RESTRICTIONS EASE

Appalachian Heritage Day



Storywalks®



The Grinch 020723 BCC Meeting



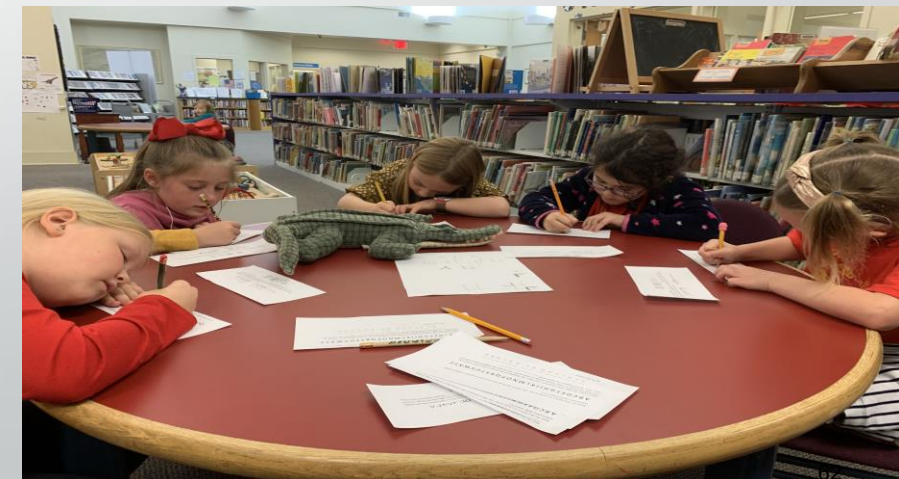
Di-November Fun!



Teen Action Group Began

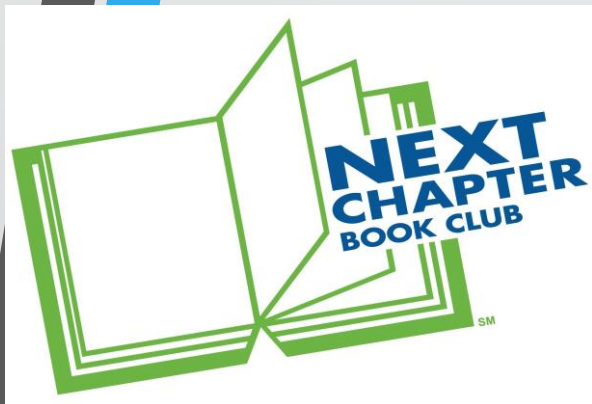


HP 2nd graders visiting library



Youth Services

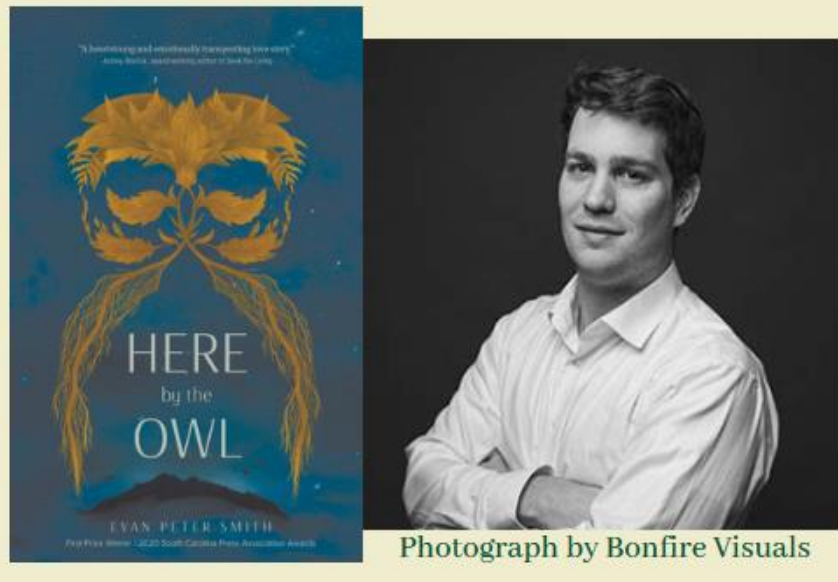
Book Club for those with Intellectual/Developmental Disabilities



Volunteer Income Tax Assistance



"Here by the Owl" by Evan Smith as part of Boone 150



NAMI Inclusivity Grant

Working in Partnership for Inclusive Communities

Join us in 2022 as we explore themes of Gender Fluidity and LGBTQIA+ by tapping into the Human Library Concept.

[Click Here to find books, films, & programs](#)

Health Insurance Enrollment Event
020723 BCC Meeting

Appointments: (828) 477-4714
Walk-ins welcome

Talk to a real person!

Health Insurance Enrollment Event
Watauga County Public Library
Monday, December 12
Noon to 6:30 pm

- Free, unbiased assistance
- Federally qualified Health Care Navigators
- Help to find an affordable plan
- Plans with the Health Care Marketplace, Medicaid, or Medicare

Se habla español

Wiley Cash – In partnership with ASU

Wiley Wednesday

A Book Discussion of Wiley Cash's *When Ghosts Come Home*

Wednesday, June 29th
at the library
11:00 am & 4:00 pm

Join Us!

University Libraries
APPALACHIAN STATE UNIVERSITY

Adult Services

Friends Basket Raffle



FRIENDS OF THE LIBRARY
BASKET RAFFLE
 5 BASKETS - 5 WINNERS

Winners will be announced
December 14TH
 Need not be present to win!

1 TICKET- \$2.00
3 TICKETS- \$5.00

Friends of Western Watauga Branch Library

Baskets chosen in order of winners!
 1st name = 1st choice in baskets!
 Each basket is valued between \$300-400

all proceeds benefit Western Watauga Branch Library

Tickets can be purchased in Library

Gem Mining – SRP



WW Branch

Christmas Drive-Through Fair



Book Club



TLC Head Start visit to Library



Dulcimer Class – a huge success



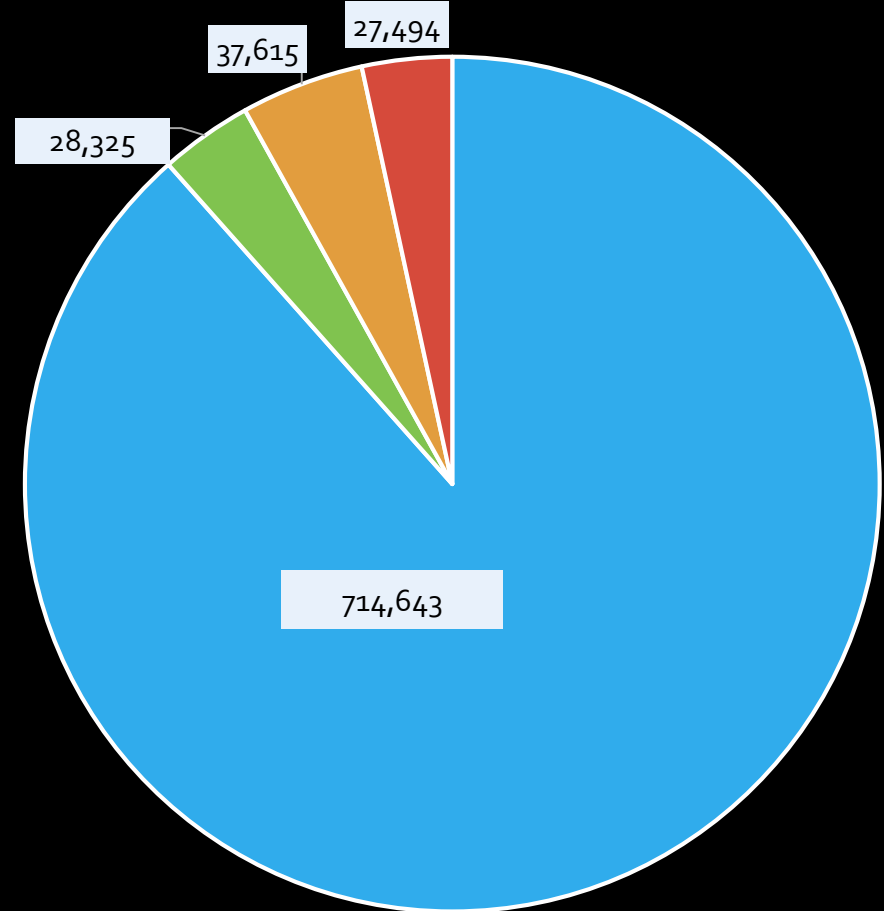
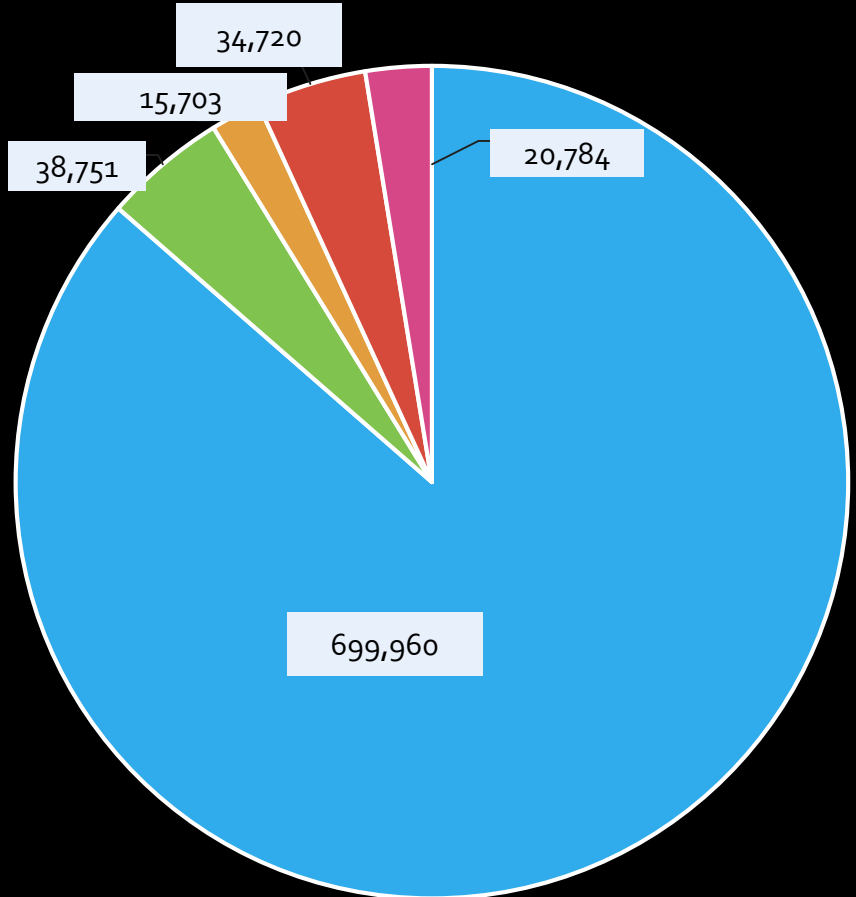
Revenue

FY 2022

Expenditures

TOTAL = 807,218

TOTAL = 808,078



- County
- Other Grants
- Fines/Fees
- Friends/Endowment
- Donations

- Personnel
- Operations
- Collections
- Programming

LOCAL FUNDING

	2022		2021		2020		2019	
	Main	Branch	Main	Branch	Main	Branch	Main	Branch
Library Cards:	32,587	1,465	30,553	1,410	28,864	1,378	27,502	1,355
Circulation:	183,297	15,264	159,078	14,473	145,560	10,552	154,545	16,178
Door Count	95,146	5,880	60,127	2,600	63,731	1,702	141,719	8,363
Programs	326	36	162	59	285	30	1,095	101
Attendance	11,011	593	4,432	817	4,408	305	19,064	1,081

By the numbers



020723_BCC Meeting

Volunteers, 2022

Volunteers = 116

Volunteer Hours = 3981

This equates to \$119,230 according to the Independent Sector, which allots volunteers \$29.95 per hour



New Microfilm Reader – Bright Ideas Grant



2nd Decodable Books Grant – Blue Ridge Energy



Community Inclusion grant for books



Adapting Technology at ARL 020723 BCC Meeting



UNIQUE Grants, 2022

STRATEGIC PLAN GOALS, 2022-2026

- Organizational Excellence
- Robust Services to Underserved Communities
- Increased Access and Innovative Programming
- Build High Quality Print, Digital, and Technology Collections

Looking Ahead

Thank you to Watauga County for
your partnership and support and to
our County Maintenance
Department!

AGENDA ITEM 9:**MAINTENANCE MATTERS*****A. Bid Award Request for Hannah Building Roof*****MANAGER'S COMMENTS**

The County was awarded a State Capital Infrastructure Fund (SCIF) grant for the roof replacement on the County owned Hannah Building operated by the Health and Hunger Coalition. The SCIF grant provided \$100,000 for the replacement and the Hunger and Health Coalition has agreed to pay the difference. Bids for the replacement of the membrane roof system were recently solicited and opened on January 9, 2023.

Staff has reviewed the low bid and Alternate 1, 2 and 3 submitted by Triad Roofing Company, Inc. in the amount of \$363,925. Staff recommends the County award the roofing project to the low bidder, Triad Roofing Company, Inc. with the additional amount over the \$100,000 SCIF grant to be paid by the Hunger and Health Coalition.



WATAUGA COUNTY MAINTENANCE DEPARTMENT

274 Winklers Creek Road, Suite B, Boone, NC 28607 - Phone (828) 264-1430

Fax (828) 264-1473

TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director

DATE: January 31, 2023

RE: Bid Award Request

Watauga County received bids for the replacement of a membrane roof system on the Watauga County Hannah building which currently serves the Health and Hunger Coalition. Bids were opened on January 9, 2023, and read aloud in the office of SKA Engineers. Interested parties were allowed to join the meeting via Zoom.

Staff has reviewed the low bid for Alternate 1, 2 and 3 submitted by Triad Roofing Company, Inc. in the amount of \$363,925. Staff recommends the County award the roofing project to the low bidder, Triad Roofing Company, Inc.

Watauga County Hannah Building
 SKA Project #: 220189.0
 Certified Bid Tabulation
 January 9, 2023, Revised January 20, 2023

	1	2	3	4	5
Contractor Name:	AAR of North Carolina, Inc	BAR Roofing	Nations Roof of Carolina, LLC	Tecta America Carolinas, LLC	Triad Roofing Company, Inc
TOTAL BASE BID:	\$339,900.00	\$366,926.00	\$358,000.00	\$356,977.00	\$352,508.00
Unit Price #1 (Wood Blocking)	\$5.00 per BF	\$6.00 per BF	\$6.00 per BF	\$5.00 per BF	\$4.75 per BF
Unit Price #2 (Wood Deck)	\$12.00 per BF	\$12.00 per BF	\$7.50 per BF	\$12.00 per BF	\$5.00 per BF
Unit Price #3 (Metal Deck Restoration)	\$3.00 per SF	\$3.50 per SF	\$4.00 per SF	\$4.00 per SF	\$5.00 per SF
Unit Price #4 (Metal Deck Sheet Metal)	\$8.00 per SF	\$10.00 per SF	\$12.00 per SF	\$10.00 per SF	\$7.50 per SF
Unit Price #5 (Metal Deck Overlay)	\$10.00 per SF	\$15.00 per SF	\$12.00 per SF	\$12.00 per SF	\$15.00 per SF
Unit Price #6 (Metal Deck Replacement)	\$12.00 per SF	\$21.00 per SF	\$13.50 per SF	\$15.00 per SF	\$25.00 per SF
Unit Price #7 (Plywood Sheet)	\$160.00 per sheet	\$128.00 per sheet	\$200.00 per sheet	\$200.00 per sheet	\$75.00 per sheet
Alternate 1: (Total Add) Thermoplastic roof membrane in lieu of EPDM	\$363,900.00	\$388,000.00	\$370,000.00	\$364,545.00	\$359,225.00
Alternate 2: (Total Add) Abandoned roof curb overlay opening	\$1,200.00	\$4,500.00	\$5,000.00	\$4,300.00	\$2,000.00
Alternate 3: (Total Add) Abandoned roof curb frame and overlay opening	\$2,000.00	\$6,500.00	\$10,000.00	\$6,600.00	\$2,700.00
Addendum #1 Acknowledged:	Yes	Yes	Yes	Yes	Yes
Addendum #2 Acknowledged:	Yes	Yes	Yes	Yes	Yes
AIA A305 Qualification Statement	Yes	Yes	Yes	No	Yes
Preliminary Schedule	Yes	Yes	Yes	No	Yes
AIA Schedule of Values	Yes	Yes	Yes	No	Yes
General Contractor's NC License #:	21667	79808	75577	60043	25895
Bid Signatures:	Yes	Yes	Yes	Yes	Yes

Signed: _____
 Logan M. McCraw
 Engineering Intern II - Building Solutions Group
 SKA Consulting Engineers, Inc.

DATE: January 9, 2023

ROOF REPLACEMENT
SKA PROJECT NO. 220189

WATAUGA COUNTY HANNAH BUILDING
BOONE, NORTH CAROLINA 28607

BID FORM

(Proposal for a single prime bid)

TO: SKA Consulting Engineers - Logan McCraw (lmccraw@skaeng.com)

FOR: Roof Replacement
Watauga County Hannah Building
Boone, North Carolina 28607

Name of Bidder	<u>Triad Roofing Company, Inc</u>	<u>BID ON THE GENERAL</u>
Business Address	<u>3920 N. Liberty St.,</u> <u>Winston-Salem, NC 27105</u>	<u>CONSTRUCTION CONTRACT</u>
Telephone Number	<u>336-767-9087</u>	
License Number	<u>NC 25895</u>	
Name of Contact	<u>Roger Cox</u>	

I. In submitting this Bid, Bidder represents that:

- A. Undersigned, having examined, compared, and familiarized himself with Invitation to Bid, Instructions to Bidders, and Contract Documents as prepared by SKA Consulting Engineers, Inc. and having examined site of work and familiarized themselves with all conditions and requirements pertaining thereto, hereby proposes to furnish all material, labor, equipment, services and transportation necessary to complete work in accordance with Contract Documents for Project entitled:

Roof Replacement
Watauga County Hannah Building
Boone, North Carolina 28607

- B. Bidder has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, and studies which pertain to physical conditions at site or otherwise may affect the cost, progress, performance, or furnishing of work as Bidder considers necessary for performance or furnishing of work at Contract Price, in accordance with other terms and conditions of Contract Documents, of General Requirements, and no additional examinations, investigations, explorations, tests, reports or similar information or data are or will be required by Bidder for such purposes.
- C. Bidder has reviewed and checked all information and data shown or indicated on Contract Documents with respect to existing facilities at or contiguous to site and assumes responsibility for accurate location of said facilities. No additional examinations, investigations, explorations, tests, reports or similar information or data in respect of said facilities are or will be required by Bidder in order to perform and furnish work at Contract Price, within Contract Time and in accordance with other terms and conditions of Contract Documents, including specifically provisions of General Requirements.

NOVEMBER 28, 2022
FOR BIDDING ONLY – NOT FOR CONSTRUCTION

1
BID FORM

ROOF REPLACEMENT
SKA PROJECT NO. 220189

WATAUGA COUNTY HANNAH BUILDING
BOONE, NORTH CAROLINA 28607

- D. Bidder has given Engineer written notice of all conflicts, errors or discrepancies that it has discovered in Contract Documents and written resolution thereof by Engineer is acceptable to Bidder.
- E. Undersigned, as Bidder, declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person(s) than herein mentioned has any interest in this proposal or in Contract to be entered into; that this proposal is made without connection with any other person, companies or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. Bidder further declares that they have examined site of work and informed themselves fully in regard to all conditions pertaining to place where work is to be done; that they have examined specifications for work and Contract Documents relative thereto and they have read all special provisions furnished prior to opening of bids; that they have satisfied themselves relative to work to be performed.
- F. It is distinctly understood that Owner has the right to reject any and all bids should Owner deem such action to be in the best interest of Owner.

II. Bidder proposes and agrees:

- A. If this proposal is accepted, to Contract with Watauga County, in form of Contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, and labor necessary to complete roof replacement at the Hannah Building in Boone, North Carolina.
- B. Bidder proposes and agrees to complete roof replacement in full and complete accordance with Plans, Specifications, and Contract Documents, and to full satisfaction of Engineer with definite understanding that no money or time extension will be allowed for extra work except as set forth in Contract Documents for Lump Sum Cost below.
- C. Entire project will be awarded to single successful Bidder based on total Lump Sum Bid. Project will be awarded under one single contract with single successful Bidder.
- D. To undertake work on date established in Notice to Proceed by Owner, Bidder shall list actual Contract Time proposed to reach Substantial Completion in his Bid. Contract Time listed will be an Owner consideration in evaluating bids.

III. Base Bid Items

A. Lump Sum Base Bid

Bidder shall perform all work shown on Drawings and as generally described in Section 01010 in its entirety, for Lump Sum Base Bid of:

Three hundred fifty two thousand five hundred eight Dollars \$(352,508.00)

B. Unit Prices (Not Included in Base Bid)

Contractor shall provide the following unit rate prices for items not included in Lump Sum Base Bid above. Unit prices shall apply throughout life of Contract.

NOVEMBER 28, 2022
FOR BIDDING ONLY – NOT FOR CONSTRUCTION

2
BID FORM

ROOF REPLACEMENT
SKA PROJECT NO. 220189

WATAUGA COUNTY HANNAH BUILDING
BOONE, NORTH CAROLINA 28607

Unit Price 1	Wood blocking replacement	\$ <u>4.75</u> per board foot
Unit Price 2	Wood deck replacement	\$ <u>5.00</u> per board foot
Unit Price 3	Restoration of corroded metal deck	\$ <u>50.00</u> per square foot
Unit Price 4	Metal deck repair with sheet metal	\$ <u>7.50</u> per square foot
Unit Price 5	Metal deck repair with new deck overlay	\$ <u>15.00</u> per square foot
Unit Price 6	Metal deck replacement	\$ <u>25.00</u> per square foot
Unit Price 7	Sheet (4 ft by 8 ft board) for plywood	\$ <u>75.00</u> per sheet

C. **Alternates (Not Included in Base Bid)**

Bidder shall provide the following alternates for items not included in Lump Sum Base Bid above. Alternates shall apply throughout life of Contract.

Alternate No. 1	Furnish and install a new continuous thermoplastic roof membrane in lieu of EPDM membrane. Fully adhere to new Insulation protection layer in accordance with the Contract Documents.	\$ <u>359,225.00</u> LS
Alternate No. 2	Remove and dispose of existing abandoned/capped roof curbs (2 locations) and overlay opening with new metal roof deck in accordance with section 5/R2.1.	\$ <u>2,000.00</u> LS
Alternate No. 3	Remove and dispose of existing abandoned/capped roof curbs (2 locations) and install new steel framing/deck supports and new metal roof deck in accordance with section 5/R2.1.	\$ <u>2,700.00</u> LS

NOVEMBER 28, 2022
FOR BIDDING ONLY – NOT FOR CONSTRUCTION

3
BID FORM

ROOF REPLACEMENT
SKA PROJECT NO. 220189

WATAUGA COUNTY HANNAH BUILDING
BOONE, NORTH CAROLINA 28607

The undersigned acknowledges that he has received and reviewed the below enumerated addenda and has taken them into account in the preparation of this proposal.

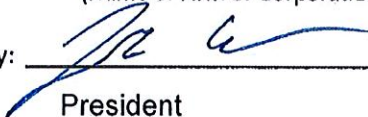
Addendum No. #1	dated 12/20/2022
Addendum No. #2	dated 1/06/2023
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

The undersigned acknowledges that he has reviewed and attached the following documents to their bid:

1. Contractor Qualification Statement - AIA Document A305
2. Preliminary Schedule for Construction
3. AIA Schedule of Values
4. Subcontractor Information (if applicable)

Respectfully submitted this 9th day of January, 2023

By: Triad Roofing Company, Inc
(Name of Firm or Corporation making bid)

By: 
President
Title: (Owner, Partner, or Corp. Pres. or Vice-Pres. Only)

WITNESS:

(Proprietorship or Partnership)

ATTEST:

BY: Casus Morgan

TITLE: Assist. Corporate Secretary
(Corp. Sec. or Assist. Sec. Only)

(CORPORATE SEAL)

END OF SECTION



Watauga County Hannah Building Roof Replacement
Boone, NC 28607

Preliminary Schedule:

Notice of Award..... Late January 2023

Submittals Approval.....Mid-February Approx 2 weeks

Materials Ordered as soon as submittals approved

Pre-construction meeting

Substantial Completion.....60days after receipt of materials.



AIA® Document G702® – 1992

Application and Certificate for Payment

TO OWNER: SKA Consulting Engineers 7900 Triad Drive Greensboro, NC 27409	PROJECT: Watauga County Hannah Building Roof Replacement Boone, NC	APPLICATION NO: 001	Distribution to:
FROM Triad Roofing Company, Inc.	VIA	PERIOD TO: January 09, 2023	OWNER: <input type="checkbox"/>
CONTRACTOR: P. O. Box 21207 Winston-Salem, NC 27120	ARCHITECT:	CONTRACT FOR: Roofing	ARCHITECT: <input checked="" type="checkbox"/>
		CONTRACT DATE:	CONTRACTOR: <input type="checkbox"/>
		PROJECT NOS: / /	FIELD: <input type="checkbox"/>
			OTHER: <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703®, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$352,508.00
2. NET CHANGE BY CHANGE ORDERS	\$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$352,508.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$0.00
5. RETAINAGE:	
a. 5.00 % of Completed Work (Column D + E on G703)	\$0.00
b. 0 % of Stored Material (Column F on G703)	\$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$0.00
6. TOTAL EARNED LESS RETAINAGE	\$0.00
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$0.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$352,508.00
(Line 3 less Line 6)	

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: _____
 State of: North Carolina
 County of: Surry
 Subscribed and sworn to before
 me this _____ day of _____

Notary Public:

My Commission expires: May 06, 2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$0.00
 (Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA® Document A305™ – 2020

Contractor's Qualification Statement

THE PARTIES SHOULD EXECUTE A SEPARATE CONFIDENTIALITY AGREEMENT IF THEY INTEND FOR ANY OF THE INFORMATION IN THIS A305-2020 TO BE HELD CONFIDENTIAL.

SUBMITTED BY:

(Organization name and address.)
Triad Roofing Company, Inc.
P. O. Box 21207
Winston-Salem, NC 27120

SUBMITTED TO:

(Organization name and address.)
SKA Consulting Engineers
7900 Triad Center Drive, Suite 200
Greensboro, NC 27409

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TYPE OF WORK TYPICALLY PERFORMED

(Indicate the type of work your organization typically performs, such as general contracting, construction manager as constructor services, HVAC contracting, electrical contracting, plumbing contracting, or other.)
Commercial Roofing and Sheet Metal

THIS CONTRACTOR'S QUALIFICATION STATEMENT INCLUDES THE FOLLOWING:

(Check all that apply.)

- Exhibit A – General Information
- Exhibit B – Financial and Performance Information
- Exhibit C – Project-Specific Information
- Exhibit D – Past Project Experience
- Exhibit E – Past Project Experience (Continued)

CONTRACTOR CERTIFICATION

The undersigned certifies under oath that the information provided in this Contractor's Qualification Statement is true and sufficiently complete so as not to be misleading.

Organization's Authorized Representative
Signature

1/9/2023
Date

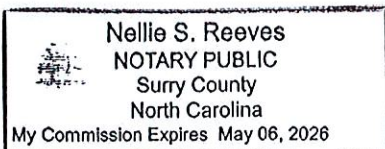
Jacob Williams, President
Printed Name and Title

NOTARY

State of: NC
County of: Surry
Signed and sworn to before me this 9th day of January 2023

Notary Signature

My commission expires: 5/6/26



AIA Document A305™ – 2020 Exhibit A

General Information

This Exhibit is part of the Contractor’s Qualification Statement, submitted by Triad Roofing Company, Inc. and dated the 9th day of January in the year 2023
(In words, indicate day, month and year.)

§ A.1 ORGANIZATION

§ A.1.1 Name and Location

§ A.1.1.1 Identify the full legal name of your organization.

Triad Roofing Company, Inc.
3920 N. Liberty Street
Winston-Salem, NC 27105

§ A.1.1.2 List all other names under which your organization currently does business and, for each name, identify jurisdictions in which it is registered to do business under that trade name.

None

§ A.1.1.3 List all prior names under which your organization has operated and, for each name, indicate the date range and jurisdiction in which it was used.

None

§ A.1.1.4 Identify the address of your organization’s principal place of business and list all office locations out of which your organization conducts business. If your organization has multiple offices, you may attach an exhibit or refer to a website.

3920 N. Liberty Street
Winston-Salem, NC 27105

§ A.1.2 Legal Status

§ A.1.2.1 Identify the legal status under which your organization does business, such as sole proprietorship, partnership, corporation, limited liability corporation, joint venture, or other.

Corporation

.1 If your organization is a corporation, identify the state in which it is incorporated, the date of incorporation, and its four highest-ranking corporate officers and their titles, as applicable.

North Carolina

.2 If your organization is a partnership, identify its partners and its date of organization.

.3 If your organization is individually owned, identify its owner and date of organization.

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.4 If the form of your organization is other than those listed above, describe it and identify its individual leaders:

§ A.1.2.2 Does your organization own, in whole or in part, any other construction-related businesses? If so, identify and describe those businesses and specify percentage of ownership.

None

§ A.1.3 Other Information

§ A.1.3.1 How many years has your organization been in business?

34

§ A.1.3.2 How many full-time employees work for your organization?

45

§ A.1.3.3 List your North American Industry Classification System (NAICS) codes and titles. Specify which is your primary NAICS code.

23816 – Construction - Roofing

§ A.1.3.4 Indicate whether your organization is certified as a governmentally recognized special business class, such as a minority business enterprise, woman business enterprise, service disabled veteran owned small business, woman owned small business, small business in a HUBZone, or a small disadvantaged business in the 8(a) Business Development Program. For each, identify the certifying authority and indicate jurisdictions to which such certification applies.

N/A

§ A.2 EXPERIENCE

§ A.2.1 Complete Exhibit D to describe up to four projects, either completed or in progress, that are representative of your organization’s experience and capabilities.

§ A.2.2 State your organization’s total dollar value of work currently under contract.

\$4,666,391.00

§ A.2.3 Of the amount stated in Section A.2.2, state the dollar value of work that remains to be completed:

\$1,545,000.00

§ A.2.4 State your organization’s average annual dollar value of construction work performed during the last five years.

\$300,000.00

§ A.3 CAPABILITIES

§ A.3.1 List the categories of work that your organization typically self-performs.

Commercial Roofing Systems, Metal Roofing, Sheet Metal (Coping, Gutters, Downspouts, etc.),Roof Accessories (Skylights, Roof Curbs,, Roof Access Ladders, and Roof Hatches.

AIA Document A305™ – 2020 Exhibit A. Copyright © 2020 by The American Institute of Architects. All rights reserved. The "American Institute of Architects," "AIA," the AIA Logo, and "AIA Contract Documents" are registered trademarks and may not be used without permission. This document was produced by AIA software at 10:46:47 ET on 01/09/2023 under Order No.4104237168 which expires on 10/22/2023, is not for resale, is licensed for one-time use only, and may only be used in accordance with the AIA Contract Documents® Terms of Service. To report copyright violations, e-mail copyright@ala.org.

User Notes:

§ A.3.2 Identify qualities, accreditations, services, skills, or personnel that you believe differentiate your organization from others.

Training of our employees in Roofing Skills and Safety.

§ A.3.3 Does your organization provide design collaboration or pre-construction services? If so, describe those services.

No

§ A.3.4 Does your organization use building information modeling (BIM)? If so, describe how your organization uses BIM and identify BIM software that your organization regularly uses.

No

§ A.3.5 Does your organization use a project management information system? If so, identify that system.

No

§ A.4 REFERENCES

§ A.4.1 Identify three client references:

(Insert name, organization, and contact information)

Landmark Builders, Inc. – Channing Chrismon – (336) 784-2000 I. L. Long Construction Co. Inc. – Rob Welch (336) 661-1887 – Kirkland, Inc. – Joe Petree – (336) 454-6131

§ A.4.2 Identify three architect references:

(Insert name, organization, and contact information)

Raymond Engineering – Adam Cook (919) 675-2326 REI Engineering – Paul Whitley – pwhitley@reiengineers.com
- RJH & Associates, Inc. – Tanya Person (704) 882-7517

§ A.4.3 Identify one bank reference:

(Insert name, organization, and contact information)

Wells Fargo Bank, N. A. William Stallings (336) 842-7271

§ A.4.4 Identify three subcontractor or other trade references:

(Insert name, organization, and contact information)

Mid-Atlantic Roofing Supply, Inc. – Bart Griffin – (336) 230-6065 Commercial Roofing Products, Inc. Frank Coan (336) 748-9665 Metal Roofing Systems, Inc. Gavin Seale (704) 820-3110

AIA[®] Document A305™ – 2020 Exhibit B

Financial and Performance Information

This Exhibit is part of the Contractor’s Qualification Statement, submitted by Triad Roofing Company, Inc and dated the 9th day of January in the year 2023
(In words, indicate day, month and year.)

§ B.1 FINANCIAL

§ B.1.1 Federal tax identification number:

56-1649223

§ B.1.2 Attach financial statements for the last three years prepared in accordance with Generally Accepted Accounting Principles, including your organization’s latest balance sheet and income statement. Also, indicate the name and contact information of the firm that prepared each financial statement.

Attached

§ B.1.3 Has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, been the subject of any bankruptcy proceeding within the last ten years?

No

§ B.1.4 Identify your organization’s preferred credit rating agency and identification information.

(Identify rating agency, such as Dun and Bradstreet or Equifax, and insert your organization’s identification number or other method of searching your organization’s credit rating with such agency.)

N/A

§ B.2 DISPUTES AND DISCIPLINARY ACTIONS

§ B.2.1 Are there any pending or outstanding judgments, arbitration proceedings, bond claims, or lawsuits against your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A, Section 1.2, in which the amount in dispute is more than \$75,000?
(If the answer is yes, provide an explanation.)

No

§ B.2.2 In the last five years has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management:
(If the answer to any of the questions below is yes, provide an explanation.)

.1 failed to complete work awarded to it?

No

.2 been terminated for any reason except for an owners’ convenience?

No

ADDITIONS AND DELETIONS:

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.3 had any judgments, settlements, or awards pertaining to a construction project in which your organization was responsible for more than \$75,000?

No

.4 filed any lawsuits or requested arbitration regarding a construction project?

No

§ B.2.3 In the last five years, has your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management; or any of the individuals listed in Exhibit A Section 1.2:
(If the answer to any of the questions below is yes, provide an explanation.)

.1 been convicted of, or indicted for, a business-related crime?

No

.2 had any business or professional license subjected to disciplinary action?

No

.3 been penalized or fined by a state or federal environmental agency?

No

AIA® Document A305™ – 2020 Exhibit C

Project Specific Information

This Exhibit is part of the Contractor’s Qualification Statement, submitted by Triad Roofing Company, Inc. and dated the 9th day of January in the year 2023
(In words, indicate day, month and year.)

PROJECT:

(Name and location or address. Watauga County Hannah Building – Roof Replacement Boone, NC

CONTRACTOR’S PROJECT OFFICE:

(Identify the office out of which the contractor proposes to perform the work for the Project.)

Triad Roofing Company, Inc.
3920 N. Liberty St.
Winston-Salem, NC 27105

TYPE OF WORK SOUGHT

(Indicate the type of work you are seeking for this Project, such as general contracting, construction manager as constructor, design-build, HVAC subcontracting, electrical subcontracting, plumbing subcontracting, etc.)

Roofing Contractor

CONFLICT OF INTEREST

Describe any conflict of interest your organization, its parent, or a subsidiary, affiliate, or other entity having common ownership or management, or any of the individuals listed in Exhibit A Section 1.2, may have regarding this Project.

N/A

§ C.1 PERFORMANCE OF THE WORK

§ C.1.1 When was the Contractor’s Project Office established?

1989

§ C.1.2 How many full-time field and office staff are respectively employed at the Contractor’s Project Office?

45

§ C.1.3 List the business license and contractor license or registration numbers for the Contractor’s Project Office that pertain to the Project.

NC 25895 Contractor License for Triad Roofing Company, Inc.

§ C.1.4 Identify key personnel from your organization who will be meaningfully involved with work on this Project and indicate (1) their position on the Project team, (2) their office location, (3) their expertise and experience, and (4) projects similar to the Project on which they have worked.

ADDITIONS AND DELETIONS:

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Roger Cox – Estimator and Project Manager – 25 + Years of Experience Construction and Commercial Roofing
Alex Lopez – Field Superintendent 25+ Years of Experience in Commercial Roofing

§ C.1.5 Identify portions of work that you intend to self-perform on this Project.

100% Self Performed

§ C.1.6 To the extent known, list the subcontractors you intend to use for major portions of work on the Project.

N/A

§ C.2 EXPERIENCE RELATED TO THE PROJECT

§ C.2.1 Complete Exhibit D to describe up to four projects performed by the Contractor’s Project Office, either completed or in progress, that are relevant to this Project, such as projects in a similar geographic area or of similar project type. If you have already completed Exhibit D, but want to provide further examples of projects that are relevant to this Project, you may complete Exhibit E.

§ C.2.2 State the total dollar value of work currently under contract at the Contractor’s Project Office:

\$4,166,391.00

§ C.2.3 Of the amount stated in Section C.2.2, state the dollar value of work that remains to be completed:

\$1,545,000.00

§ C.2.4 State the average annual dollar value of construction work performed by the Contractor’s Project Office during the last five years.

\$300,000.00

§ C.2.5 List the total number of projects the Contractor’s Project Office has completed in the last five years and state the dollar value of the largest contract the Contractor’s Project Office has completed during that time.

375 Projects – Largest Project – Caterpillar Plant – WS, NC \$3,200,000

§ C.3 SAFETY PROGRAM AND RECORD

§ C.3.1 Does the Contractor’s Project Office have a written safety program?

Yes

§ C.3.2 List all safety-related citations and penalties the Contractor’s Project Office has received in the last three years.

N/A

§ C.3.3 Attach the Contractor’s Project Office’s OSHA 300a Summary of Work-Related Injuries and Illnesses form for the last three years.

§ C.3.4 Attach a copy of your insurance agent’s verification letter for your organization’s current workers’ compensation experience modification rate and rates for the last three years.

§ C.4 INSURANCE

§ C.4.1 Attach current certificates of insurance for your commercial general liability policy, umbrella insurance policy, and professional liability insurance policy, if any. Identify deductibles or self-insured retentions for your commercial general liability policy.

§ C.4.2 If requested, will your organization be able to provide property insurance for the Project written on a builder's risk "all-risks" completed value or equivalent policy form and sufficient to cover the total value of the entire Project on a replacement cost basis?

We have Installation Insurance that covers our Materials, Work Installed, and Equipment.

§ C.4.3 Does your commercial general liability policy contain any exclusions or restrictions of coverage that are prohibited in AIA Document A101-2017, Exhibit A, Insurance A.3.2.2.2? If so, identify.

None that I know of.

§ C.5 SURETY

§ C.5.1 If requested, will your organization be able to provide a performance and payment bond for this Project?

Yes

§ C.5.2 Surety company name:

Hartford Co.

§ C.5.3 Surety agent name and contact information:

Edwards, Church, and Muse
Charlotte, NC
(704) 529-4422

§ C.5.4 Total bonding capacity:

\$25,000,000

§ C.5.5 Available bonding capacity as of the date of this qualification statement:

23,000,000




AIA® Document A305™ – 2020 Exhibit D

Contractor's Past Project Experience

	1	2	3	4
PROJECT NAME	Johnson Street Elementary School	Gateway Education Center	VA Tech Foundation - Gilbert St. - Mixed Use	FSC - Ardagh
PROJECT LOCATION	High Point, NC	Greensboro, NC	Christiansburg, VA	Winston-Salem, NC
PROJECT TYPE	Roof Replacement	Roof Replacement	EPDM Roofing, PVC Roofing, Vegetated Roof, Metal Roof Panel, Roof Pavers	New Construction - Mechanically Attached TPO Roof System
OWNER	Guilford County Board of Education	Guilford County Board of Education	VA Tech Foundation	Front Street Wallburg,2 LLC
ARCHITECT	Raymond Engineering	Richard Nuhn, PE	Hanbury, Evans, Wright, Vlattas + Company	Triad Design Group
CONTRACTOR'S PROJECT EXECUTIVE	Jacob Williams	Jacob Williams	Mickey Childress	Mickey Childress
KEY PERSONNEL (include titles)	Alex Lopez - Superintendent Rogelio Argueta - Foreman	Alex Lopez - Superintendent Luciano Valadez - Foreman	Jacob Williams - Field Operations Mgr. Alex Lopez - Superintendent Dennis Enamorado - Roofing Foreman	Jacob Williams - Field Operations Mgr. Alex Lopez - Superintendent Dennis Enamorado - Roofing Foreman
PROJECT DETAILS	Contract Amount \$304,918.00 Completion Date 9/30/22 % Self-Performed Work 100%	Contract Amount \$,450,700.00 Completion Date 10/9/20 % Self-Performed Work 100%	Contract Amount \$1,140,080.00 Completion Date 9/30/22 % Self-Performed Work 100%	Contract Amount \$1,865,576.50 Completion Date 3/17/22 % Self-Performed Work 100%
PROJECT DELIVERY METHOD	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input type="checkbox"/> Design-bid-build <input type="checkbox"/> Design-build <input type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> Design-bid-build <input checked="" type="checkbox"/> Design-build <input checked="" type="checkbox"/> CM constructor <input type="checkbox"/> CM advisor <input type="checkbox"/> Other:
SUSTAINABILITY CERTIFICATIONS	None	None	None	None

Certification of Document's Authenticity AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 10:43:53 ET on 01/09/2023 under Order No. 4104237168 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A305™ – 2020, Contractor's Qualification Statement, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.



(Signed)

President

(Title)

1/9/2023

(Dated)

Client#: 1912988

20HCIBUL

ACORD_{TM}

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/02/2022

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, Post Office Box 13941, Durham, NC 27709, 919 281-4500. CONTACT NAME: Rikki Bertschi, PHONE: 919 281-4500, FAX: 8887468761, E-MAIL ADDRESS: RBertschi@McGriff.com. INSURER(S) AFFORDING COVERAGE: INSURER A: National Fire Insurance Co of Hartford (20478), INSURER B: Continental Insurance Company (35289), INSURER C: American Casualty Co of Reading PA (20427), INSURER D: Valley Forge Insurance Company (20508), INSURER E: Allied World Assurance Company US, Inc (19489).

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, Installation, Professional Liab, and Pollution Liab.

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

CERTIFICATE HOLDER 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: [Signature]



Business Insurance
Employee Benefits
Auto
Home

October 11, 2022

To Whom It May Concern:

RE: Triad Roofing Company, Inc.

The Hartford, through its various operating entities, has issued surety bonds to Triad Roofing Company, Inc. and its related entities since January, 2012. We have agreed to favorably consider projects up to \$7,500,000 single job size, \$25,000,000 aggregate program size. Our experience with Triad Roofing Company, Inc. and its related entities has been excellent, and we highly recommend them to you.

Hartford's decision to issue any bond is conditioned upon acceptable review of contract terms, contract amount, bond forms, and financing for each project as well as other pertinent underwriting information at the time of the request.

Please understand that any arrangement for any bonds is a matter between Triad Roofing Company, Inc. and its related entities and The Hartford and we assume no liability to third parties or you if, for any reason, we do not issue requested bonds.

The Hartford carries an A. M. Best Rating of "A+".

This letter will expire one hundred and eighty (180) days from the above date.

Very Truly Yours,

Jon Hollister
Southeast Regional Manager
The Hartford



May 01, 2022

101 N. Cherry St., Suite 500
Winston-Salem, NC 27101
336 733-0233

RE: Triad Roofing Company, Inc.
Experience Modification

To Whom It May Concern:

The experience modification factors are as follows:

Effective	Experience Modification
5/1/18	.68
5/1/19	.67
5/1/20	.69
5/1/21	.74
5/1/22	.75

Should you need anything further, please let me know.

Sincerely,

A handwritten signature in cursive script that reads 'Lee Reitzel'.

Lee Reitzel, CBIA, CLCS, CISR
Assistant Vice President, Commercial Risk Consultant

Expiration Date

12/31/2023

License No.

25895

North Carolina

Licensing Board for General Contractors

This is to Certify That:

Triad Roofing Company, Inc.

Winston Salem, NC

is duly registered and entitled to practice

General Contracting

Limitation: Unlimited

Classification: Building

until

December 31, 2023

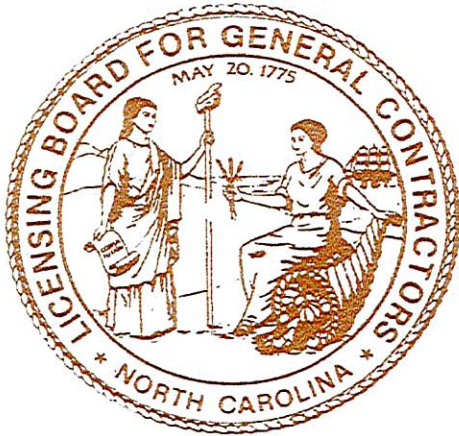
when this Certificate expires.

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

Alex Lopez – Field Superintendent

5180 Shattalon Drive, Winston-Salem, NC 27106

Cell Phone: (336) 345-7083 alex@triadroofing.com

Experience:

- Employed @ Triad Roofing Company, Inc. – Commercial Roofing since 1998
- Field Employee – 1 Year
- Forman – 14 Years
- Superintendent – Office – 6 Years

Responsibilities:

- Hire all Field Employees
- Management of the installation of all Commercial Roofing Projects w/ TPO, EPDM, Modified Bitumen & Build Up Roof Systems.
- Schedule 6 Roofing Crews and 2 Metal Crews for Projects.
- Preconstruction and progress meeting on job site.
- Orders all safety equipment, small tools, and misc. material for projects.
- Safety Training for employees.
- Order all equipment necessary for projects.
- Office Tasks – Review weekly payroll hours from all field employees, Scan receiving to AP Dept. for material and misc. items purchased. Weekly Safety Meetings and Production Meetings (office w/ PM's)
- On call 24/7.

Projects:

- Forsyth County Law Enforcement Detention Center – Winston-Salem, NC
58,200 Sq. Ft. re-roof project for Forsyth County Government – Soprema Roof System
Project consisted of removal of existing single ply roof system and insulation down to Structural concrete deck. Installation of temporary torched down roof, light weight Insulating concrete, base sheet and a two-ply modified bitumen system.
Triad had 8 Subcontractors on this project – Light Wt. Concrete, A/C, Painting,

Plumbing, Fencing for Security, Masonry, Electrical, and Roof Drain Installer. Supervision and scheduling of their work plus making sure security and safety was maintained.

- MNK Data Centers - 2 Projects – Monks Corner, SC
157,600 Sq. Ft. Soprema Roof System – New Construction
128,200 Sq. Ft. Firestone Roof System – New Construction
Project was fast track, worked multiple crews and shifts to complete.
Completed on schedule.
- Sugar Top Condominium – Banner Elk, NC
44,000 Sq. Ft. re-roof project. Firestone 30 Year Platinum Roof System with 90 Mil Membrane.
I was foreman for the project and we stayed on site because in the Mountains the weather is very unpredictable. We had rain almost every day.
Project was successful and completed on time. Professional Roofing magazine wrote an Article on the project. I have included a copy.

Triad Roofing

Company, Inc.

Roger Cox – Estimator/ Project Manager

4567 Colonial Circle

Trinity, North Carolina 27370

Experience:

- Employed in the Design Build/General contracting industry for twenty six years in the Greensboro North Carolina area.
- Employed @ Triad Roofing Company, in the commercial roofing field since July of 2012.

Responsibilities:

- Estimating commercial roofing projects w/ TPO, EPDM, Modified Bitumen & Built Up roof systems.
- Managing contracts and product submittals,
- Preconstruction and progress meetings with clients, architects, and consultants.

Projects:

- Holt Elementary School, Durham, NC
36,800 sqft re-roof project for Durham Public Schools, (Johns Manville)
Project consisted of removal of existing built up roof system and the installation of gypsum base layer, flat & tapered ISO and 60mil PVC membrane, new skylights and edge metal.
- Rowan Salisbury School Administration Building, Salisbury, NC
16,000sqft new construction project for the Rowan Salisbury School System (GAF)
Project consisted of installation of mechanically attached ISO, and a fully adhered 60mil TPO membrane, & the construction of a prefinished 36' diameter metal dome.
- Forsyth County Law Enforcement Detention Center, Winston-Salem, NC
58,200sqft re-roof project for Forsyth County Government. (Soprema)
Project consisted of removal of existing single ply roof system and insulation down to structural concrete deck. Installation of temporary torched down roof, light weight insulating concrete, base sheet and a two ply modified bitumen system.

References are available upon request.

Summary of Work-Related Injuries and Illnesses

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>3</u>	<u>3</u>	<u>3</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>5</u>	<u>17</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>8</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>1</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-5644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Triad Roofing Company, Inc.
 Street 3920 N. Liberty Street
 City Winston-Salem State NC ZIP 27105

Industry description (e.g., Manufacture of motor truck trailers)
Roofing Contractors

Standard Industrial Classification (SIC), if known (e.g., 3715)
1761

OR
 North American Industrial Classification (NAICS), if known (e.g., 336212)
238160

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 54
 Total hours worked by all employees last year 125656

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Mickey Childress President
Company executive Title
(336) 969-9089 1/31/2020
Phone Date

Summary of Work-Related Injuries and Illnesses

Year 2020



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.
Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	1	2	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
96	107
(K)	(L)

Injury and Illness Types

Total number of . . .		
(1) Injuries	3	(4) Poisonings 0
(2) Skin disorders	0	(5) Hearing loss 0
(3) Respiratory conditions	0	(6) All other illnesses 0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 50 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3649, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Triad Roofing Company, Inc.
 Street 3920 N. Liberty Street
 City Winston-Salem State NC ZIP 27105

Industry description (e.g., *Manufacture of motor truck trailers*)
Roofing Contractors
 Standard Industrial Classification (SIC), if known (e.g., 3715)
1761
 OR
 North American Industrial Classification (NAICS), if known (e.g., 336212)
238160

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 58
 Total hours worked by all employees last year 122885

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Wesley Davidson President
 Company Executive Title
336-767-9087 Date 2/1/2021

Summary of Work-Related Injuries and Illnesses

Year 2021



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>0</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, N.W., Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Triad Roofing Company, Inc.

Street 3920 N. Liberty Street

City Winston-Salem State NC ZIP 27105

Industry description (e.g., *Manufacture of motor truck trailers*)
Roofing Contractors

Standard Industrial Classification (SIC), if known (e.g., 3715)
1761

OR

North American Industrial Classification (NAICS), if known (e.g., 336212)
238160

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 44

Total hours worked by all employees last year 102764

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Mickey Childress President
Company executive Title

(336) 767-9087 1/31/2022
Phone Date

Balance Sheet
Triad Roofing Co., Inc.
As of Dec, 2020

Assets

Current Assets

Cash	50.00	
Wells Fargo - Operating Acct.	1,193,129.78	
Accts. Rec. - Customers	1,175,113.94	
Accts. Rec. - Retainage	74,984.55	
Inventory	15,742.07	
Cost in Excess	<u>44,307.00</u>	

Total Current Assets 2,503,327.34

Property & Equipment

Machinery & Equipment	315,161.60	
Truck & Auto	469,018.70	
Office Equipment	71,877.77	
Leasehold Improvements	473,151.00	
Computer Equipment	33,801.99	
Accumulated Depreciation	<u>-1,046,073.76</u>	

Total Property & Equipment 316,937.30

Other Assets

PSL's - Panthers Stadium	12,000.00	
Roofers Insurance - Stock	36,000.00	
Accts. Rec. - Coastal Comm.	757.35	
Accts. Rec. - Envision Glass	757.35	
Accts. Rec. - CSC Awnings	<u>757.36</u>	

Total Other Assets 50,272.06

Total Assets 2,870,536.70

Balance Sheet
Triad Roofing Co., Inc.
As of Dec, 2020

Liabilities & Equity

Current Liabilities

Billings in Excess	207,579.00	
Accts. Payable - Vendors	356,514.60	
Sales Tax Payable-Purchases	10.97	
Sales Tax Payable-Sales	2,235.39	
FICA Accrued & W/H	7,351.50	
Federal W/H	3,721.44	
FFCRA Tax Liability Offset	-22,464.24	
N.C State W/H	1,746.00	
Virginia W/H Tax	688.86	
Federal Unemployment	167.14	
NC State Unemployment	48.44	
Accrued Ins. - W/Comp	<u>1,605.95</u>	
Total Current Liabilities		559,205.05

Long Term Liabilities

Notes Pay. - Wells Fargo-Bldg.	<u>163,383.25</u>	
Total Long Term Liabilities		163,383.25

Equity

Stock	10,000.00	
Current Retained Earnings	467,021.93	
Prior Retained Earnings	<u>1,670,926.47</u>	
Total Equity		<u>2,147,948.40</u>
Total Liabilities & Equity		<u><u>2,870,536.70</u></u>

**Profit and Loss Statement
Triad Roofing Co., Inc.
For Jan, 2020 to Dec, 2020**

	<u>Dec, 2020</u>	<u>% Sales</u>	<u>Jan, 2020 to Dec, 2020</u>	<u>% Sales</u>
Sales - Contracts	329,809.62	81.19	6,219,231.59	79.53
Service Dept. Sales	76,398.62	18.81	1,601,090.51	20.47
Sales	<u>406,208.24</u>	<u>100.00</u>	<u>7,820,322.10</u>	<u>100.00</u>
Roofing Materials	134,555.92	33.12	1,896,287.75	24.25
Sheet Metal Materials	15,909.15	3.92	419,922.50	5.37
Service Dept. Materials	23,676.31	5.83	299,697.78	3.83
Direct Labor Roofing	79,300.07	19.52	1,194,256.33	15.27
Direct Labor Sheet Metal	8,694.43	2.14	229,732.78	2.94
Service Dept. Labor	46,360.30	11.41	599,289.98	7.66
Subcontracts-Other	17,596.00	4.33	251,048.04	3.21
Subcontracts-Labor	0.00	0.00	43,337.93	0.55
Service Subcontracts	0.00	0.00	8,978.87	0.11
Performance/Payment Bonds	3,456.00	0.85	18,129.00	0.23
Roof Warranties	7,571.40	1.86	45,410.40	0.58
General Job Expense	2,047.42	0.50	46,333.13	0.59
Service General Job Expense	0.00	0.00	6,617.09	0.08
Travel	1,788.28	0.44	30,483.12	0.39
Service Travel	0.00	0.00	504.10	0.01
Equipment Rental	0.00	0.00	55,990.54	0.72
Service Equipment Rental	1,926.84	0.47	26,271.67	0.34
Cost of Sales	<u>342,882.12</u>	<u>84.41</u>	<u>5,172,291.01</u>	<u>66.14</u>
Gross Profit	<u>63,326.12</u>	<u>15.59</u>	<u>2,648,031.09</u>	<u>33.86</u>
Labor - Estimating	10,168.00	2.50	126,666.00	1.62
Labor - Superintendant	4,200.00	1.03	48,800.00	0.62
Labor - Service Manager	3,600.00	0.89	48,400.00	0.62
Vacation	24,595.25	6.05	103,834.40	1.33
Holiday	28,040.08	6.90	74,594.20	0.95
Bonus	40,800.00	10.04	40,800.00	0.52
Payroll Taxes	18,297.20	4.50	185,813.64	2.38
Workmen's Compensation Ins.	13,802.79	3.40	146,138.80	1.87
Depreciation	2,091.93	0.51	25,093.13	0.32
Freight	0.00	0.00	564.72	0.01
Gas	5,461.36	1.34	84,755.94	1.08
Off Road Gas for Equipment	329.41	0.08	4,925.51	0.06
GPS	599.76	0.15	8,023.13	0.10
General Liability/Umbrella Ins	0.00	0.00	135,328.78	1.73
Group Insurance	4,979.81	1.23	96,411.31	1.23
Accident Expense	0.00	0.00	20.49	0.00
Pollution/Prof Liab Insurance	0.00	0.00	6,380.60	0.08
Property/Inland Marine Insur.	0.00	0.00	6,190.11	0.08
Fleet Insurance	0.00	0.00	35,230.66	0.45
Other Insurances	0.00	0.00	5,865.09	0.07
Company Parties - 100% Deduct.	1,344.00	0.33	2,142.90	0.03
Meals - 50% Deductible	0.00	0.00	1,034.08	0.01
Entertainment - 0% Deductible	0.00	0.00	8,314.88	0.11
Training Expenses	0.00	0.00	1,965.00	0.03
Plan Deposits & PreBid Expense	0.00	0.00	75.00	0.00
Propane	864.83	0.21	2,189.59	0.03
Equipment Repairs & Maint.	1,769.38	0.44	39,006.78	0.50
Vehicle Repairs & Maintenance	4,397.27	1.08	75,077.53	0.96
Safety Supplies & Training	1,411.99	0.35	7,780.82	0.10
SmallTools&Supplies(Untracked)	6,317.54	1.56	91,617.75	1.17
Tires	0.00	0.00	930.01	0.01
Travel	0.00	0.00	1,881.41	0.02
Employee Uniforms	0.00	0.00	1,206.28	0.02
Vehicle Rental	16,574.51	4.08	170,116.54	2.18

Profit and Loss Statement
 Triad Roofing Co., Inc.
 For Jan, 2020 to Dec, 2020

	<u>Dec, 2020</u>	<u>% Sales</u>	<u>Jan, 2020 to Dec, 2020</u>	<u>% Sales</u>
Discounts Allowed	-3,089.28	-0.76	-21,798.26	-0.28
Manufacturer Rebates	0.00	0.00	-42,208.06	-0.54
Cost of Sales - Indirect	<u>186,555.83</u>	<u>45.93</u>	<u>1,523,168.76</u>	<u>19.48</u>
General Salaries	43,334.64	10.67	157,796.40	2.02
Office Salaries	11,883.50	2.93	92,384.75	1.18
Payroll Taxes	4,013.13	0.99	18,549.19	0.24
Workmen's Compensation	3,101.25	0.76	12,273.82	0.16
Life Insurance	0.00	0.00	3,322.00	0.04
401k Employer Contribution	6,432.96	1.58	76,740.05	0.98
Advertising	0.00	0.00	1,828.59	0.02
Bank Service Charges	573.12	0.14	6,031.04	0.08
Building Maintenance	895.47	0.22	14,443.01	0.18
Depreciation - Office Equip.	1,213.97	0.30	14,534.97	0.19
Dues & Subscriptions	897.35	0.22	22,009.33	0.28
Management Fees	1,800.00	0.44	21,600.00	0.28
Miscellaneous	388.08	0.10	4,005.01	0.05
Office Equipment - Rental	303.80	0.07	3,680.41	0.05
Office Supplies	1,577.25	0.39	18,251.14	0.23
Penalties and Fines	0.00	0.00	1,033.54	0.01
Postage	57.60	0.01	670.94	0.01
Professional Services	28,169.63	6.93	327,477.72	4.19
Rent	4,500.00	1.11	54,000.00	0.69
Taxes & License	9,869.67	2.43	36,946.87	0.47
Taxes - Other	-0.01	0.00	3.11	0.00
Telephone/Internet	4,506.52	1.11	23,028.66	0.29
Utilities	2,163.99	0.53	13,219.03	0.17
General & Admin Expenses	<u>125,681.92</u>	<u>30.94</u>	<u>923,829.58</u>	<u>11.81</u>
Operating Expenses	<u>312,237.75</u>	<u>76.87</u>	<u>2,446,998.34</u>	<u>31.29</u>
Profit from Operations	<u>-248,911.63</u>	<u>-61.28</u>	<u>201,032.75</u>	<u>2.57</u>
Gain/Loss on Sale of Assets	0.00	0.00	2,100.00	0.03
Misc. Income & Expenses	250,000.00	61.54	250,441.82	3.20
Dividend Income	9.20	0.00	36.40	0.00
FFCRA Credit Offset	1,730.46	0.43	22,464.24	0.29
Interest Expense	-707.81	-0.17	-9,053.28	-0.12
Other Income	<u>251,031.85</u>	<u>61.80</u>	<u>265,989.18</u>	<u>3.40</u>
Net Profit before Taxes	<u>2,120.22</u>	<u>0.52</u>	<u>467,021.93</u>	<u>5.97</u>
Net Profit	<u><u>2,120.22</u></u>	<u><u>0.52</u></u>	<u><u>467,021.93</u></u>	<u><u>5.97</u></u>

Balance Sheet
Triad Roofing Co., Inc.
As of Dec, 2021

Assets

Current Assets

Cash	50.00	
Wells Fargo - Operating Acct.	799,955.15	
Accts. Rec. - Customers	1,974,139.37	
Accts. Rec. - Retainage	263,838.06	
Accts Rec-EmployeeReten.Credit	615,332.19	
Inventory	15,973.03	
Cost in Excess	<u>218,031.00</u>	

Total Current Assets 3,887,318.80

Property & Equipment

Machinery & Equipment	315,161.60	
Truck & Auto	429,323.70	
Office Equipment	74,377.77	
Leasehold Improvements	473,151.00	
Computer Equipment	33,801.99	
Accumulated Depreciation	<u>-1,044,430.55</u>	

Total Property & Equipment 281,385.51

Other Assets

LT Notes Rec. - Officers/Stock	59,424.97	
PSL's - Panthers Stadium	12,000.00	
Roofers Insurance - Stock	36,000.00	
Accts. Rec. - Allied Equipment	5,121.09	
Accts. Rec. - CSC Awnings	<u>13.00</u>	

Total Other Assets

Total Assets

112,559.06
4,281,263.37

Balance Sheet
 Triad Roofing Co., Inc.
 As of Dec, 2021

Liabilities & Equity

Current Liabilities

Billings in Excess	177,848.00	
Accts. Payable - Vendors	1,622,149.82	
Sales Tax Payable-Sales	743.21	
FICA Accrued & W/H	24,190.23	
Federal W/H	52,981.43	
FFCRA Tax Liability Offset	-121.74	
N.C State W/H	13,599.00	
Virginia W/H Tax	432.57	
Federal Unemployment	83.47	
NC State Unemployment	40.25	
Accrued Ins. - W/Comp	<u>-12,960.59</u>	

Total Current Liabilities

1,878,985.65

Long Term Liabilities

Notes Pay. - Wells Fargo-Bldg.	<u>145,045.35</u>	
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Total Long Term Liabilities

145,045.35

Equity

Stock	10,000.00	
Current Retained Earnings	109,283.97	
Prior Retained Earnings	<u>2,137,948.40</u>	

Total Equity

2,257,232.37

Total Liabilities & Equity

4,281,263.37

**Profit and Loss Statement
Triad Roofing Co., Inc.
For Jan, 2021 to Dec, 2021**

	<u>Dec, 2021</u>	<u>% Sales</u>	<u>Jan, 2021 to Dec, 2021</u>	<u>% Sales</u>
Sales - Contracts	1,318,718.98	94.94	6,790,328.26	85.26
Service Dept. Sales	70,329.89	5.06	1,174,397.26	14.74
Sales	<u>1,389,048.87</u>	<u>100.00</u>	<u>7,964,725.52</u>	<u>100.00</u>
Roofing Materials	888,492.19	63.96	3,141,655.06	39.44
Sheet Metal Materials	1,143.28	0.08	294,874.88	3.70
Service Dept. Materials	28,521.31	2.05	229,426.80	2.88
Direct Labor Roofing	80,086.01	5.77	992,992.96	12.47
Direct Labor Sheet Metal	8,106.00	0.58	222,496.67	2.79
Service Dept. Labor	32,655.26	2.35	462,571.14	5.81
Subcontracts-Other	35,774.85	2.58	230,423.19	2.89
Subcontracts-Labor	0.00	0.00	191.25	0.00
Service Subcontracts	5,056.58	0.36	32,408.87	0.41
Performance/Payment Bonds	6,967.00	0.50	38,521.00	0.48
Roof Warranties	4,275.00	0.31	35,741.49	0.45
General Job Expense	110,476.37	7.95	131,156.51	1.65
Service General Job Expense	306.45	0.02	3,206.42	0.04
Travel	1,809.44	0.13	29,979.24	0.38
Service Travel	0.00	0.00	401.40	0.01
Equipment Rental	2,007.45	0.14	16,935.97	0.21
Service Equipment Rental	280.35	0.02	16,052.25	0.20
Cost of Sales	<u>1,205,957.54</u>	<u>86.82</u>	<u>5,879,035.10</u>	<u>73.81</u>
Gross Profit	<u>183,091.33</u>	<u>13.18</u>	<u>2,085,690.42</u>	<u>26.19</u>
Labor - Estimating	9,160.00	0.66	121,694.00	1.53
Labor - Superintendant	5,169.24	0.37	55,400.16	0.70
Labor - Service Manager	3,807.70	0.27	54,254.02	0.68
Vacation	32,900.92	2.37	108,298.29	1.36
Holiday	19,869.33	1.43	52,839.59	0.66
Bonus	19,900.00	1.43	19,900.00	0.25
Payroll Taxes	15,785.45	1.14	158,027.25	1.98
Workmen's Compensation Ins.	13,666.51	0.98	143,911.90	1.81
Depreciation	2,059.15	0.15	23,751.15	0.30
Gas	8,336.09	0.60	109,393.82	1.37
Off Road Gas for Equipment	119.76	0.01	2,461.23	0.03
GPS	593.52	0.04	7,040.38	0.09
General Liability/Umbrella Ins	0.00	0.00	145,396.37	1.83
Group Insurance	8,340.02	0.60	88,173.71	1.11
Pollution/Prof Liab Insurance	0.00	0.00	6,192.63	0.08
Property/Inland Marine Insur.	0.00	0.00	7,006.35	0.09
Fleet Insurance	0.00	0.00	41,400.11	0.52
Other Insurances	0.00	0.00	6,156.88	0.08
Company Parties - 100% Deduct.	290.22	0.02	633.03	0.01
Meals - 50% Deductible	31.25	0.00	907.22	0.01
Entertainment - 0% Deductible	0.00	0.00	2,777.17	0.03
Training Expenses	0.00	0.00	1,789.08	0.02
Plan Deposits & PreBid Expense	0.00	0.00	90.00	0.00
Propane	0.00	0.00	1,765.85	0.02
Equipment Repairs & Maint.	202.37	0.01	31,411.25	0.39
Vehicle Repairs & Maintenance	7,779.86	0.56	61,032.63	0.77
Safety Supplies & Training	449.70	0.03	6,164.62	0.08
Small Tools & Supplies (Untracked)	3,423.35	0.25	84,226.46	1.06
Tracked Tools, Equip, Etc <\$2500	0.00	0.00	1,500.00	0.02
Tires	2,282.50	0.16	12,301.28	0.15
Travel	0.00	0.00	2,027.42	0.03
Employee Uniforms	0.00	0.00	2,123.84	0.03
Vehicle Rental	17,068.98	1.23	204,013.59	2.56
Discounts Allowed	-3,502.51	-0.25	-21,887.27	-0.27

Profit and Loss Statement
Triad Roofing Co., Inc.
For Jan, 2021 to Dec, 2021

	<u>Dec, 2021</u>	<u>% Sales</u>	<u>Jan, 2021 to Dec, 2021</u>	<u>% Sales</u>
Manufacturer Rebates	0.00	0.00	-60,004.88	-0.75
Cost of Sales - Indirect	167,733.41	12.08	1,482,169.13	18.61
General Salaries	212,102.10	15.27	324,179.24	4.07
Office Salaries	40,600.00	2.92	119,650.50	1.50
Payroll Taxes	10,080.85	0.73	24,473.73	0.31
Workmen's Compensation	5,456.94	0.39	15,675.25	0.20
Life Insurance	0.00	0.00	3,322.00	0.04
401k Employer Contribution	7,339.27	0.53	75,015.18	0.94
Advertising	72.87	0.01	392.82	0.00
Bank Service Charges	690.79	0.05	8,375.15	0.11
Building Maintenance	686.54	0.05	14,639.08	0.18
Continuing Education	0.00	0.00	357.00	0.00
Contributions	0.00	0.00	25.00	0.00
Depreciation - Office Equip.	1,188.64	0.09	14,300.64	0.18
Dues & Subscriptions	0.00	0.00	17,216.92	0.22
F2B Data Storage Fee	294.25	0.02	294.25	0.00
Management Fees	1,800.00	0.13	21,600.00	0.27
Miscellaneous	483.30	0.03	4,702.34	0.06
Office Equipment - Rental	317.40	0.02	4,040.72	0.05
Office Supplies	866.92	0.06	13,195.54	0.17
Postage	19.25	0.00	294.69	0.00
Professional Services	27,854.30	2.01	331,187.69	4.16
Rent	4,500.00	0.32	49,500.00	0.62
Repairs - Office Equipment	0.00	0.00	1,595.77	0.02
Shipping Fees - FedX/UPS	-17.79	0.00	-931.01	-0.01
Property Taxes	0.00	0.00	11,643.99	0.15
Taxes & License	638.98	0.05	23,305.25	0.29
Taxes - Other	0.02	0.00	7.66	0.00
Telephone/Internet	1,810.04	0.13	23,425.96	0.29
Utilities	0.60	0.00	11,091.40	0.14
General & Admin Expenses	<u>316,785.27</u>	<u>22.81</u>	<u>1,112,576.76</u>	<u>13.97</u>
Operating Expenses	<u>484,518.68</u>	<u>34.88</u>	<u>2,594,745.89</u>	<u>32.58</u>
Profit from Operations	<u>-301,427.35</u>	<u>-21.70</u>	<u>-509,055.47</u>	<u>-6.39</u>
Gain/Loss on Sale of Assets	0.00	0.00	2,500.00	0.03
Misc. Income & Expenses	615,603.89	44.32	615,719.60	7.73
Dividend Income	0.00	0.00	28.40	0.00
FFCRA Credit Offset	0.00	0.00	8,127.88	0.10
Interest Income	0.00	0.00	59.02	0.00
Interest Expense	-629.24	-0.05	-8,095.46	-0.10
Other Income	<u>614,974.65</u>	<u>44.27</u>	<u>618,339.44</u>	<u>7.76</u>
Net Profit before Taxes	<u>313,547.30</u>	<u>22.57</u>	<u>109,283.97</u>	<u>1.37</u>
Net Profit	<u><u>313,547.30</u></u>	<u><u>22.57</u></u>	<u><u>109,283.97</u></u>	<u><u>1.37</u></u>

2022 Year
has not been
Completed yet.



SEAMAN CORPORATION COMMERCIAL ROOFING WARRANTY



Building Name:	<u>SAMPLE</u>	Warranty Serial No.:	_____
Building Address:	_____	Effective Date:	_____
Building Owner:	_____	Warranted Roof Area:	_____
Owner Address:	_____	Expiration Date:	_____

SEAMAN CORPORATION ("Seaman Corp.") warrants to the owner named above ("Owner") of the building described above (the "Building") that, subject to the Terms & Conditions set forth below, for a period of **20 years** commencing with the date of substantial completion of the installation of the roofing membrane, Seaman Corp. will repair leaks originating in the FiberTite Roofing System ("Roofing System") installed on the Building that are attributable to the Roofing System and/or workmanship provided by a roofing applicator authorized by Seaman Corp. to install the Roofing System (an "Authorized Applicator").

Terms & Conditions

1. The Roofing System includes only FiberTite® roof membranes, insulation and accessories provided by Seaman Corp installed in accordance with Seaman Corp.'s technical specifications.
2. In order for this warranty to be effective the Roofing System must have been installed by an Authorized Applicator and inspected and approved for warranty by Seaman Corp.
3. Owner shall give Seaman Corp. written notice not more than thirty (30) days after discovery of any leaks in the Roofing System. By giving such notice Owner authorizes Seaman Corp. or its agents to inspect the Roofing System and investigate the cause of the leak.
4. Owner shall give or cause to be granted to Seaman Corp. free access to the roof of the Building during regular business hours to inspect the Roofing System. Owner shall indemnify and hold Seaman Corp. harmless for any damages or costs incurred by Seaman Corp. or its agents due to roof access delays as a result of security or other restrictions. Should the Roofing System be concealed with an overburden; i.e., garden roof, paving etc., Owner shall be responsible for all costs necessary to expose the Roofing System for inspection and/or repair.
5. If, after its inspection, Seaman Corp. determines in good faith that the leaks are a result of defects in the Roofing System and/or the workmanship provided by the Authorized Applicator, Seaman Corp. will repair any leaks in the Roofing System at its expense, but in no case shall Seaman Corp.'s obligation over the lifetime of the warranty exceed the Owner's original cost of the installed Roofing System.
6. If, after its inspection, Seaman Corp. determines in good faith that the cause of the leaks are outside of the scope of this warranty, Owner shall pay for Seaman Corp.'s investigation and inspection costs and Seaman Corp. shall advise Owner of the type of repairs necessary to correct the leaks and cause the then existing remaining portion of this warranty to remain effective. This warranty shall automatically terminate if Owner fails to promptly make or cause to be made any such repairs or fails to pay such investigation and inspection costs.
7. In no event shall Owner make any alterations or repairs to the Roofing System or install any structures, fixtures on or through such system without the prior written consent of Seaman Corp.
8. Seaman Corp. shall have no obligation under this warranty unless and until all invoices for or otherwise relating to the Roofing System, including without limitation, materials, installation services, and supplies have been paid in full to the Authorized Applicator and Seaman Corp.
9. This warranty shall not be applicable to nor shall Seaman Corp. be responsible for damage, leaks, or loss caused in whole or in part by: (a) natural disasters, including without limitation, earthquakes, hurricanes, tornadoes, winds in excess of 60 MPH, hail greater than 3/4-in. in diameter, and lightning, which damages the Roofing System, or which impairs the Roofing System's ability to resist leaks, (b) acts of war or terrorism, civil disobedience, vandalism, animals, or insects which damage the Roofing System, or which impair the Roofing System's ability to resist leaks, (c) unauthorized alterations of the Roofing System (see Section 7 above) or installation of structures, fixtures, or utilities on or through the Roofing System by Owner, (d) negligence or failure of Owner to properly maintain the Roofing System, including without limitation, failure of Owner to maintain the Roofing System in accordance with Seaman Corp's FiberTite Maintenance Guidelines listed on the reverse side of this warranty, (e) settling, warping, defective condition, deterioration, corrosion, or other failure of the structure or substrata to which the Roofing System is attached or the walls or mortar of the Building; (f) any chemical contaminants injurious to the Roofing System that have not been specifically approved by Seaman Corp. via the Materials Submittal & Warranty Request form, (g) traffic or storage of materials on the Roofing System, (h) infiltration or condensation of moisture in, through, around or above the walls and/or other structure of the Building, (i) acts of negligence or misuse by Owner or any other party other than Seaman Corp. or the Authorized Applicator, (j) failure of any material or component not furnished by Seaman Corp., (k) the construction or design of the Building or its components, (l) a change in the use of the Building, and/or (j) loss of integrity of the Building envelope and/or structure.
10. Rights under this warranty may be transferable by Owner to a third party only with the prior written consent of Seaman Corp. and the payment of the then-current transfer fees, inspections services and subsequent repair of the Roofing System, if necessary, by the Owner.
11. Failure by Seaman Corp. to enforce any of the terms or conditions in this warranty shall not be interpreted to be a waiver of any terms and conditions of this warranty. If any portion of this warranty is unenforceable under applicable law, such portion shall be deemed reformed or deleted, but only to the extent necessary to comply with such law, and the remaining provisions shall remain in full force and effect. This warranty may be amended only by a writing signed by authorized representatives of both parties.
12. This warranty shall be construed in accordance with, and shall be governed by, the laws of the State of Ohio without reference to its conflict of law principles and Owner agrees to submit to the exclusive jurisdiction of the appropriate state or federal court within Summit County, Ohio or purpose of resolving any dispute or claim arising in connection with this warranty.

EXCEPT AS SET FORTH ABOVE, SEAMAN CORP. MAKES NO REPRESENTATIONS AND WARRANTIES WHATSOEVER AND SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES OR GUARANTEES, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR A PARTICULAR PURPOSE. NO EMPLOYEE OR REPRESENTATIVE OF SEAMAN CORP. HAS AUTHORITY TO MAKE ANY REPRESENTATIONS OTHER THAN THOSE STATED IN THIS WARRANTY. IN THE EVENT AN EXPRESS OR IMPLIED WARRANTY IS REQUIRED BY LAW DESPITE THIS DISCLAIMER, THE OWNER AGREES THAT SUCH WARRANTY AND REMEDIES FOR THE BREACH OF SUCH WARRANTY SHALL BE EXPRESSLY LIMITED TO THE TERMS OF THE WARRANTY SET FORTH ABOVE. OWNER AGREES THAT REPAIR UNDER THE TERMS OF THE WARRANTY SET FORTH ABOVE SHALL BE OWNER'S SOLE AND EXCLUSIVE REMEDY FOR ALL LEAKS AND ALL DEFECTS IN MATERIAL AND WORKMANSHIP. SEAMAN CORP. SHALL NOT BE LIABLE TO OWNER OR ANY OTHER PERSON OR ENTITY FOR ANY INCIDENTAL, SPECIAL, EXCEPTIONAL, CONSEQUENTIAL OR OTHER DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, DAMAGES TO OTHER COMPONENTS OF THE ROOF, THE BUILDING OR THE CONTENTS OF THE BUILDING, OR LOSS OF PROFITS, UNDER ANY LEGAL THEORY. Seaman Corp. does not take any responsibility for the analysis of the architecture or engineering required to evaluate the type of roof system which is appropriate for the Building. Any Roofing System used for personal, family or household purposes IS NOT WARRANTED HEREUNDER.

SEAMAN CORPORATION

Building Owner's Signature	_____	By:	_____
Warranty Addendum:	_____	Title:	_____
		Date:	_____

1000 Venture Blvd., Wooster, OH 44691



**INTELLIGENT
ROOFING SOLUTIONS**

ROOF MAINTENANCE

TO: Building Owner – Attention: Building Engineering and/or Maintenance Department

FiberTite Single-ply manufactured membrane (“FiberTite Roof”) consists of a puncture and abrasion resistant fabric with our proprietary Ketone Ethylene Ester (KBE) coating that can withstand weathering and environmental hazards, in accordance with the warranty set forth on the reverse side (the “Warranty”). To obtain optimum performance from your FiberTite Roof and in order to maintain the effectiveness of the Warranty over the lifetime of the Warranty, you must comply with all of the maintenance activities set forth below.

You must perform bi-annual inspections of your building roof in the spring and fall of the year, as well as immediately following any significant weather events, to make sure that your building roof is free of any conditions that may cause unnecessary injury to the roof deck, leading to expensive repairs and possible damage to the building interior. When performing a roof maintenance inspection you must check for punctures in the membrane sheet; open seams at the membrane overlaps and at the roof penetrations (soil stacks, curbs, platforms, etc.) as well as the parapet walls and/or edge details (use a blunt instrument, such as a screw driver, to inspect seam integrity); caulking at the termination bars, surface mounted reglet and pitch pan sealants, any loose fasteners and nails, both on the roof field itself as well as on the wall and edge details; check drains and gutters to make sure that they are unclogged; and check to make sure that there is no water ponding on the roof. We have included a checklist to be used as a reference tool in performing such inspections.

You must also establish and maintain a policy of keeping unauthorized people off your roof and minimize the number of service personnel trips on your roof. You must place locks on all doors leading to your roof as well as post a sign that disallows entrance to unauthorized personnel. We have enclosed pressure sensitive labels with your Warranty that you must post on your roof exit doors. These labels refer to the slippery nature of the FiberTite Roof when it becomes wet from rain, snow, or ice conditions. Proper safety shoes must be worn if it is imperative that roof top work be performed under these weather conditions.

If you have a busy roof, i.e., one with much foot traffic, you must install walkways on the roof. Use of walkways will minimize the possibility of damage to the FiberTite Roof.

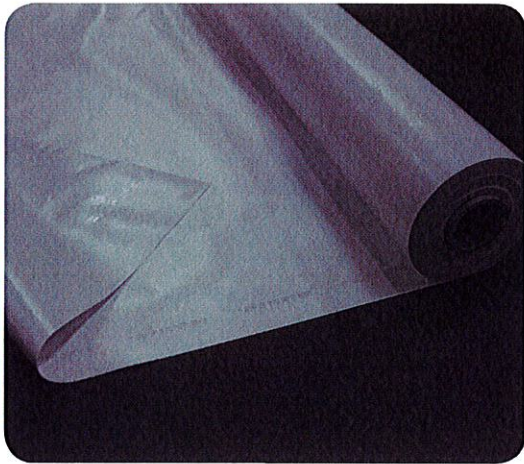
It is important to consider the roof covering whenever you add new products and/or processes to your building operation that will cause chemical contaminant venting onto your roof. Below is a list of chemicals that can cause harm to the FiberTite roof covering, especially if left ponding for several months (please note that the list of chemicals below is not an exhaustive list):

Acetic Acid	Aromatic Hydrocarbons	Asphalt Materials
Benzene	Chlorox	Cooking Oil above 140°F.
Ethyl Acetate	Furfural	Gasoline
Methyl Ethyl Ketone (MEK)	Nitric Acid	Paint Thinners
Phenol	Phosphoric Acid 75%	Phthalate Plasticizer Above 100°F.
Solvent Degreasers	Toluene	Xylene

You must consider the compatibility of the roof system should the building be used for a new purpose. Any installation of new roof top equipment, such as air conditioning equipment, requires the service of an authorized FiberTite contractor to install new flashings and other equipment so that no harm is caused to the integrity of the roof covering.

In addition to the bi-annual inspections referenced above, we recommend that you initiate a service contract with an authorized FiberTite contractor which allows for professional annual inspections and immediate corrective action for any potential roof damaging problems. Authorized FiberTite contractors have thorough knowledge of FiberTite roof top technology and full service professional abilities in solving roof damaging problems. Contact your FiberTite representative or the FiberTite Technical Service Department for any assistance in locating these authorized contractors or for any questions about your FiberTite Roof.

*Seaman Corporation: 1000 Venture Blvd., Wooster, Ohio 44691 tel. 800/927-8578 fax 800/649-2737
www.fibertite.com www.seamancorp.com FiberTite® is a registered trademark of Seaman Corporation*



50 mil FiberTite-XT

Product Data

Seaman Corporation's 50 mil FiberTite-XT membrane features an 18 x 18 / 1,100 x 1,300 denier weft reinforced polyester knit fabric, coated with a proprietary compound, utilizing DuPont's™ Elvaloy® Ketone Ethylene Ester (KEE) as the principle polymer in the hybrid vinyl alloy coating.

DESCRIPTION

50 mil FiberTite-XT is a 42-oz sq. yd/nominal 50-mil (1.27 mm) thick membrane and is an Xtra-Tough version of the FiberTite family of membranes. 50 mil FiberTite-XT not only exceeds all requirements enumerated in ASTM D6754-15 Standard Specification for Ketone Ethylene Ester (KEE) Based Sheet Roofing, but exceeds the physical properties and performance characteristics of 90-mil competitive products.

Seaman Corporation is vertically integrated, which allows complete control over the manufacturing process from the selection of the yarns, to the engineering, knitting and weaving of the base fabrics to the final coating process. Today, FiberTite Roofing Membranes are the result of Seaman Corporation's 60 years of applied fabric engineering and coating technology.

All FiberTite Roofing Membranes are constructed using high tenacity/heavy weight yarns to create a base fabric reinforcement to impart superior puncture, tensile and tear resistance properties. The base polyester fabrics are primed with a unique and proprietary adhesive coat that lays the foundation to physically bond the KEE coatings to the "fiber" to maximize seam strength and overall membrane performance.

50 mil FiberTite-XT is coated face and back with Seaman Corporation's original "KEE" formulation to provide superior hot air welding characteristics, extreme UV resistance, broad chemical resistance and long-term flexibility and reparability for the installed roofing membrane system. Additionally, 50 mil FiberTite-XT exhibits superior tear, puncture, fungus, algae and flame resistance that make FiberTite Roofing Systems some of the most sustainable roofing systems available.

50 mil FiberTite-XT membrane is manufactured in conventional 74-in and 100-in wide by 100-ft roll goods. 50 mil FiberTite-XT is also available in customized prefabricated roll widths and lengths that incorporate integrated fastening tabs, sealing tabs and also "no-tab" rolls of membrane up to 20-ft wide by 100-ft in length. Field seaming of the membrane is accomplished by fusing the thermoplastic membrane with conventional hot air welding equipment.

PHYSICAL PROPERTIES

ASTM D6754-15	Minimum Requirements	50 mil Typical
Thickness, mm (in.) <i>ASTM D 751</i>	0.81 (0.032)	1.27 (0.050 nom.)
Thickness over Fiber, mm (in) <i>Optical method (inches)</i>	0.18 (0.007)	.38 (0.015)
Breaking Strength, N (lbf) <i>ASTM D 751 proc. B - strip</i>	1499 (338)	1779 (400)
Elongation at Break, % <i>ASTM D 751 - strip</i>	18	18
Tear Strength, N (lbf) <i>ASTM D 751 Proc. B. Tongue Tear</i>	338 (76)	556 (125)
Linear Dimensional Change <i>ASTM D 1204 max (%)</i>	1.3	.78
Fabric Adhesion, N/m (lbf/in) <i>ASTM D 751</i>	3330 (19)	no peel
Retention of Properties after Heat Aging <i>ASTM D 3045 - 176° F/56 days</i>		
Breaking Strength, strip, % original	90	90
Elongation at Break, strip, % original	90	90
Low Temperature Bend after Heat Aging	-30	-40
Low Temperature Bend <i>ASTM D 2136 (°F)</i>	-30	-40
Change in Weight after Exposure in Water <i>D 471 158° F, 166 h, one side only, max. (%)</i>	0.0, +6.0	0.0, +3.7
Factory Seam Strength, N (lbf) <i>ASTM D 751 Grab Method</i>	1955 (440)	> Fabric Break
Hydrostatic Resistance, Mpa (psi) <i>ASTM D751</i>	4.1 (590)	5.9 (850)
Static Puncture Resistance <i>ASTM D 5602 (99 lbf)</i>	pass	pass
Dynamic Puncture Resistance (J) <i>ASTM D 5635</i>	10	30



For more information on FiberTite Systems and accessories please call:
Seaman Corporation (800) 927-8578
International (330) 262-1111
www.fibertite.com

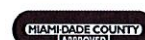
FiberTite® is a registered trademark of Seaman Corporation.



Subject to the conditions of Approval for a roof covering when installed as described in the current edition of the Approval Guide.



As to an external fire exposure only. See UL directory of products certified for Canada and UL roofing materials and systems directory 34XL, 48PD, 97F9.



These specifications are current as of the date of printing. Revisions or additions may be issued periodically. For a listing, presentation, and download of the most recent data, visit:

www.fibertite.com/document-library/product-data-sheets

FTRDS05_03

50 mil FiberTite-XT

Product Data

APPLICATION

50 mil FiberTite-XT Roofing Systems carry extensive FM Global and Underwriters Laboratories approvals. 50 mil FiberTite-XT Roofing Systems can be installed by mechanically fastening the membrane with FiberTite Magnum Fasteners and Stress Plates or adhering the membrane in FTR 190e bonding adhesive to pre-approved substrates. 50 mil FiberTite-XT can also be installed in typical ballast configurations using conventional stone or paver ballast.

For specific installation recommendations and requirements, please consult the most current versions of Seaman Corporation's Guide Specifications for the Installation of FiberTite Roofing Systems.

PHYSICAL PROPERTIES (cont.)

ASTM D6754-15	Minimum Requirements	50 mil Typical		
Accelerated Weathering <i>Practice G 155 / xenon</i>	5000hr	>10000hr		
cracking (7x magnification)	none	none		
crazing (7x magnification)	none	none		
Accelerated Weathering <i>Practice G 154 / UVA</i>	5000hr	>10000hr		
cracking (7x magnification)	none	none		
crazing (7x magnification)	none	none		
Fungi Resistance <i>Practice G 21, 28 days</i>	Sustained Growth Discoloration	no growth none	no growth none	
Abrasion Test, cycles <i>D 3389 H-18 wheel / 1,000 g load</i>	1,500	2,000+		
Additional Physical Properties				
Tensile Strength (psi) <i>ASTM D882</i>	> 9500			
Breaking Strength (lbs) <i>ASTM D751, Grab Method</i>	600			
Puncture Resistance (lbs) <i>ASTM D751, Bursting Strength</i>	700			
Water Vapor Transmission <i>ASTM E96 proc. A (gm/m²/24hrs)</i>	1.3			
Shore A Hardness <i>ASTM D2240</i>	87			
Flame Resistance <i>MIL-C-20696C / Type II Class 2</i>	pass			
Oil Resistance, MIL-C 20696C <i>No swelling, cracking or leaking</i>	none			
Hydrocarbon Resistance, MIL-C-20696C <i>No swelling, cracking or leaking</i>	none			
High Temperature Dead Load <i>ASTM D751 (50 lbs, 160°F, 4 hrs)</i>	pass			
Energy Attributes	DC196 Off White	DC6 White	DC691 CR Gray	DC667 CR Tan
Initial Solar Reflectance <i>ASTM C1549</i>	0.83	0.87	0.69	0.72
Solar Reflectance (3 yr aged) <i>ASTM C1549</i>	0.66	0.71	.61	.63
Initial Thermal Emittance <i>ASTM C1371</i>	0.85	0.85	0.89	0.88
Thermal Emittance (3 yr aged) <i>ASTM C1371</i>	0.74	0.84	.89	.89
Solar Reflective Index (SRI) <i>ASTM E1980</i>	104	110	84	88
Solar Reflective Index (SRI) (3 yr aged) <i>ASTM E1980</i>	76	86	73	76
Energy Star	YES	YES	YES	YES
LEED v4 - Heat Island Reduction <i>SS Credit</i>	1 Credit	1 Credit	1 Credit	1 Credit



**INTELLIGENT
ROOFING SOLUTIONS**



**INTELLIGENT
ROOFING SOLUTIONS**

ROOF MAINTENANCE

TO: Building Owner – Attention: Building Engineering and/or Maintenance Department

FiberTite Single-ply manufactured membrane (“FiberTite Roof”) consists of a puncture and abrasion resistant fabric with our proprietary Ketone Ethylene Ester (KEE) coating that can withstand weathering and environmental hazards, in accordance with the warranty set forth on the reverse side (the “Warranty”). To obtain optimum performance from your FiberTite Roof and in order to maintain the effectiveness of the Warranty over the lifetime of the Warranty, you should comply with all of the maintenance activities set forth below.

You should perform bi-annual inspections of your building roof in the spring and fall of the year, as well as immediately following any significant weather events, to make sure that your building roof is free of any conditions that may cause unnecessary injury to the roof deck, leading to expensive repairs and possible damage to the building interior. When performing a roof maintenance inspection you should check for punctures in the membrane sheet; open seams at the membrane overlaps and at the roof penetrations (soil stacks, curbs, platforms, etc.) as well as the parapet walls and/or edge details (use a blunt instrument, such as a screw driver, to inspect seam integrity); caulking at the termination bars, surface mounted reglet and pitch pan sealants, any loose fasteners and nails, both on the roof field itself as well as on the wall and edge details; check drains and gutters to make sure that they are unclogged; and check to make sure that there is no water ponding on the roof. We have included a checklist to be used as a reference tool in performing such inspections.

You should also establish and maintain a policy of keeping unauthorized people off your roof and minimize the number of service personnel trips on your roof. You should place locks on all doors leading to your roof as well as post a sign that disallows entrance to unauthorized personnel. We have enclosed pressure sensitive labels with your Warranty that you must post on your roof exit doors. These labels refer to the slippery nature of the FiberTite Roof when it becomes wet from rain, snow, or ice conditions. Proper safety shoes must be worn if it is imperative that roof top work be performed under these weather conditions.

If you have a busy roof, i.e., one with much foot traffic, you should install walkways on the roof. Use of walkways will minimize the possibility of damage to the FiberTite Roof.

It is important to consider the roof covering whenever you add new products and/or processes to your building operation that will cause chemical contaminant venting onto your roof. Below is a list of chemicals that can cause harm to the FiberTite roof covering, especially if left ponding for several months (please note that the list of chemicals below is not an exhaustive list):

Acetic Acid	Aromatic Hydrocarbons	Asphalt Materials
Benzene	Chlorox	Cooking Oil above 140°F.
Ethyl Acetate	Furfural	Gasoline
Methyl Ethyl Ketone (MEK)	Nitric Acid	Paint Thinners
Phenol	Phosphoric Acid 75%	Phthalate Plasticizer Above 100°F.
Solvent Degreasers	Toluene	Xylene

You should consider the compatibility of the roof system should the building be used for a new purpose. Any installation of new roof top equipment, such as air conditioning equipment, requires the service of an authorized FiberTite contractor to install new flashings and other equipment so that no harm is caused to the integrity of the roof covering.

In addition to the bi-annual inspections referenced above, we recommend that you initiate a service contract with an authorized FiberTite contractor which allows for professional annual inspections and immediate corrective action for any potential roof damaging problems. Authorized FiberTite contractors have thorough knowledge of FiberTite roof top technology and full service professional abilities in solving roof damaging problems. Contact your FiberTite representative or the FiberTite Technical Service Department for any assistance in locating these authorized contractors or for any questions about your FiberTite Roof.

*Seaman Corporation: 1000 Venture Blvd., Wooster, Ohio 44691 tel. 800/927-8578 fax 800/649-2737
www.fibertite.com www.seamancorp.com FiberTite® is a registered trademark of Seaman Corporation*

GENERAL ROOF MAINTENANCE / MANAGEMENT

START A PROGRAM of periodic and systematic inspection before problems or leaks develop.

Plan and allocate appropriations in advance to meet preventative maintenance requirements. Avoid inappropriate or inadequate measures that just *do something* because of poor planning.

Understand the terms of your current warranty or guarantee. Weigh the expense of systematic preventative maintenance against the cost of roof replacement.

Be sure your inspection program is an exhaustive one that includes all types of flashing, adjoining masonry, metal and other possible sources of leaks.

Immediately repair holes or any other major membrane damage. Follow temporary repairs with permanent repairs as soon as possible.

Consult with a professional. An accredited, experienced and technically competent roofing contractor is a valuable asset.

DO:

Train at least one individual in your maintenance department in what to look for and how to provide remedial care for your roof system or better yet, enlist the services of a professional roofing contractor to provide a custom maintenance program for you.

A wise and prudent maintenance program will extend the life expectancy of ANY ROOF SYSTEM.

Conduct inspection no less that twice a year. These are usually scheduled for one in the spring and one in the fall.

Don't ignore the building exterior. Cracks in exterior masonry walls can allow water to infiltrate your roof system. Loose perimeter edge metal flashing can weaken the roof systems first line of defense in a wind storm allowing wind to get under the roofing membrane and cause a possible blow off. Damaged or clogged gutters, roof drains and down spouts can cause water to back up onto or even into your roof system.

- e. **Inform equipment service personnel about your roof system and warn them against penetrating or dropping tools and equipment onto the roof membrane. Also, let them know that should an incident occur it's all right as long as they inform you. You may want them accompanied by a member of your own maintenance staff.**
- f. **KEEP THE ROOF CLEAN A FREE OF ALL DEBRIS.**
- g. **Exposed sealants, such as caulking and pith pans sealant require periodic attention. Pay particular attention to these items.**

DON'T:

- a. **Allow unqualified personnel to maintain your roof.**
- b. **Allow traffic on you roof unless accompanied by or authorized by your informed maintenance personnel.**
- c. **Allow equipment service personnel to penetrate you roof without being certain that the penetrations will be immediately and properly flashed by a qualified roofing contractor. If your roof has a warranty, the roofing manufacture should be notified prior to any roof alterations.**
- d. **Permit inappropriate or inferior products to be used for flashing during roof top or building modifications.**
- e. **Expect a manufacturer's warranty to keep the water out of your building(s). Warranties do not cover many of the problems that can develop on the roof top.**

SEMI-ANNUAL MAINTENANCE INSPECTION CHECKLIST						
Building:		Date:		Date of previous insp.:		
Location:		Inspected by:				
I. Supporting Structure Exterior and Interior Walls Expansion / Contraction Settlement Cracks Deterioration / Spalling Moisture Stains / Efflorescence Physical Damage Other Exterior and Interior Roof Deck Securement to Supports Expansion / Contraction Structural Deterioration Water Stains / Rusting Physical Damage Attachment of Membrane / Insulation New Equipment Alterations Other	OK	Prob lem		Observations	Date of Repair	
		Minor				Major
II. Roof Condition A. General Appearance Debris Drainage Physical Damage General Condition New Equipment Alterations Other B. Surface Condition Scrapes / Cuts Other C. Membrane Condition Loose Laps / Seams Punctures Fastener Backout Securement to Substrate Other						
	III. Flashing Condition A. Roof Perimeter Base Flashing Punctures or Tears Open Laps Attachment Ridging or Wrinkling Other B. Counter Flashing / Terminations Open Laps Attachment Rusting Fasteners Caulking Other					

III. Flashing Condition ; (Cont'd)	OK	Problem		Observations	Date of Repair
		Minor	Major		
C. Coping					
Open Fractures					
Punctures					
Attachment					
Rusting					
Fasteners					
Caulking					
Other					
D. Perimeter Walls					
Mortar Joint					
Spalling					
Movement Cracks					
Other					
IV. Roof Perimeter Edging / Facia					
Splitting					
Securement					
Rusting					
Fasteners					
Punctures					
Other					
V. Roof Penetrations					
A. Equipment Base Flashings					
Open Laps					
Punctures					
Attachment					
Other					
B. Equipment Housing					
Counter Flashing					
Open Seams					
Physical Damage					
Caulking					
Drainage					
Other					
C. Equipment Operation					
Discharge of Contaminants					
Excessive Traffic Wear					
Other					
D. Roof Jacks / Vents / Drains					
Attachment					
Physical Damage					
Operational / Clogged					
Caulking					
Other					
VI. Expansion Joints					
Open Joints					
Punctures					
Securement					
Rusting					
Fasteners					
Other					
VII. Pitch Pockets					
Open Joints					
Sealant					
Excessive Movement					
Rusting					
Other					



WHY FIBERTITE?

Proven Fiber Reinforcement. Proven Formula. Proven Longevity.

FiberTite® features the heaviest reinforcing fabric in the industry, has the proven amount of DuPont™ Elvaloy® Ketone Ethylene Ester (KEE) content and is the only membrane that exceeds the stringent ASTM D6754 standard for KEE. With a legacy of proven longevity and performance, *only FiberTite provides operational security for the world's most powerful brands.*

How does FiberTite stack up against PVC?

Conventional PVC roofing technology requires the use of low molecular weight liquid plastisol polymers applied to lightweight fabrics to create a flexible membrane. Over time, UV, heat and environmental contaminants draw the plastisol (plasticizer) to the surface of the membrane where it's washed away by wind and rain. This plasticizer migration reduces flexibility and leaves the membrane susceptible to damage from thermal shock, hail impact and foot traffic. Additional effects of plasticizer migration on the in-situ aging process can make the membrane difficult to repair and subsequently impossible to maintain. Finally, plasticizer migration can cause erosion of the overall PVC surface, reducing its waterproofing effectiveness over any reinforcement in place.

FiberTite Roofing Systems are engineered using KEE as the foundation and, when combined with some of the heaviest polyester fabrics in the industry, produce a high-performance roofing membrane that remains flexible and retains its physical attributes over time.

FiberTite® vs. PVC

	FiberTite	PVC-Based Roof Membranes
CHEMISTRY	<p>FiberTite was used as the benchmark membrane for the development of ASTM D6754 Standard Specification for KEE-Based Sheet Roofing. The standard provides that properly compounded KEE coatings that utilize a minimum 50% KEE polymer content and are applied to high-quality base fabrics can exceed the design service life expectations at 70% of the thickness required of conventional "PVC" roofing membranes.</p> <p>FiberTite's formula for success is rooted in a half-century of Seaman Corporation high-performance coated fabric technology and is specifically derived from a combination of the selected attributes from Seaman's world-renowned Shelter-Rite® architectural fabrics, where the fabric is the roof, and XR-5® Geomembrane fabrics, the product of choice when protecting the environment from hazardous waste is at stake.</p>	<p>Conventional PVC roofing membranes require a 20% to 25% liquid polymer content by weight to achieve flexibility. The disparity between the low molecular weight plastisol and the high molecular weight PVC resin creates flexibility but also a weak link.</p> <p>The historical Achilles' heel for PVC roofing membranes is plasticizer migration. Heat, UV and rain alone will draw these plasticizers out of the membrane over time. The resulting membrane roof system becomes less pliable and prone to damage from thermal shock, foot traffic, hail impact and wind. To compensate for the inevitable loss of plasticizers, PVC membranes tend to be thicker, providing a larger reservoir for the retention of plastisol and hopefully extending the time it takes for the plasticizers to migrate away.</p>
UV RESISTANCE	<p>Intense UV exposure can extract liquid plasticizers from conventional PVC membranes over time. KEE is a solid and permanent polymer, ensuring long-term resistance to harsh UV exposure.</p>	<p>UV exposure disrupts the ability of the liquid plastisol molecules to remain hinged to the PVC molecules. Eventually these chains break, and the plastisol exits the sheet.</p>

WHY FIBERTITE?

	FiberTite	PVC-Based Roof Membranes
CHEMICAL RESISTANCE ASTM Animal Fat, Compressor Oil, Jet Fuel A	<p>Chemical discharge and environmental fallout are detrimental to many roofing systems across the country. Exposure to contaminants accelerates the migration of liquid plasticizers from conventional PVC roofing membranes. KEE is not only flexible, it also has inherent chemical-resistant properties. Subsequently, FiberTite's KEE membranes provide superior resistance to a broad array of chemicals, including grease and fatty acids. Chemical exposures listed on the Warranty Request Form are automatically included into the terms of coverage.</p>	<p>Numerous chemicals, greases, fats and environmental contaminants accelerate the extraction of liquid plastisol, decreasing the longevity of the PVC roof system.</p> <p>Most PVC membrane manufacturers specifically exclude "exposure to chemicals" from their warranties.</p>
PUNCTURE RESISTANCE ASTM 4833	<p>Puncture generally applies to penetration by a blunt object. FiberTite maximizes puncture resistance by using the industry's heaviest fabrics to create an internal barrier to puncture within the membrane.</p>	<p>PVC membranes generally forgo the expense of using "fiber" as an internal puncture barrier in favor of using mass or thickness to provide the illusion of durability. Independent testing confirms that the thicker PVC membranes are no match for FiberTite's internal "fiber" barrier.</p>
TEAR STRENGTH ASTM 7511 Tongue Tear	<p>The "fiber" in FiberTite is engineered with a manufacturing capability that exceeds any alternative solution. They range from the 18 x 19 / 840 x 1,000 denier knitted fabric of our 36 mil FiberTite to our 46 x 44 / 1,000 x 1,000 denier woven fabric found in FiberTite XTreme. These fabrics create a proven fiber reinforcement.</p>	<p>Trading fiber for thickness to create the illusion of strength is prevalent among PVC membrane manufacturers.</p> <p>As they get thicker, they fail to exhibit proportional increase in tear strength. Even at .050-in, most fail to match FiberTite's test results.</p>
PONDING WATER DAMAGE RESISTANCE	<p>Although one of the fundamental purposes of a roof system is shedding water, sloping a roof to achieve 100% drainage is not always economically feasible. A structural evaluation should always be performed in cases where excessive ponding is anticipated.</p> <p>If ponding is unavoidable, the KEE backbone for the FiberTite compound resists attack from the algae, biomass and environmental contamination that can accumulate in ponding water. FiberTite Roofing System warranties contain no exclusions for ponding water.</p>	<p>Ponding water can have a threefold detrimental effect on conventional PVC roofing membranes. Ponding water will magnify UV to intensify its effects. The "water" is often a concentration of chemical discharge and environmental fallout throughout the roof system.</p> <p>The concentration of these chemicals can accelerate plasticizer migration. Eventually, algae can form, feeding on the plastisol and eventually the membrane itself. Many PVC roofing membrane manufacturers specifically exclude the effects of ponding water from their warranties.</p>
HAIL DAMAGE RESISTANCE	<p>Moderate hail, generally stones of an 1-3/4 inch or less in diameter, is a common occurrence and can be expected in many areas of the country. Hail is not specifically excluded in FiberTite Roofing System warranties.</p>	<p>Faced with the inevitable loss of plasticizers over time and the consequences thereof, most PVC roofing membrane manufacturers specifically exclude "all" hail from warranty coverage.</p>
WIND DAMAGE RESISTANCE	<p>Wind is inevitable, and FiberTite Roofing Systems are engineered to stay in place. Specially engineered systems are eligible for higher peak gust coverage up to 100 miles per hour.</p>	<p>Most PVC manufacturers begin their wind exclusions with "gales." Wind speeds as low as 39 mph can be considered "gale force."</p>

WHY FIBERTITE?

	FiberTite	PVC-Based Roof Membranes
EASE AND QUALITY OF REPAIR	Since the KEE backbone for the compound is naturally thermoplastic and permanent, FiberTite Roofing Systems retain their viability to be heat-welded throughout the life of the membrane.	As plasticizers migrate, PVC membranes can lose pliability and their subsequent ability to be effectively heat-welded.
COATING ADHESION ASTM 751	If the coating separates from the reinforcement, the system fails. FiberTite Roofing Systems have achieved an inherent synergy between the industry's heaviest base fabrics and the industry's most durable coating. A proprietary process actually bonds the KEE coating to the polyester fabric.	Adhesion is a primary indicator for the technical expertise for integrating the coating and the fabric into one high-performance unit. The greater the adhesion, the better the welds and the greater the membranes' resistance to possible delamination. Most PVC roofing membrane manufacturers have failed to master the art of integrating the coating and fabric into a truly monolithic membrane.
TENSILE STRENGTH ASTM D882	Thickness can promote a deceptive perception of strength. FiberTite Roofing Systems are engineered with strength at their core. Built with the heaviest and most tightly knit fabrics in the industry, is it any wonder that FiberTite Roofing Systems exhibit superior tensile/breaking strengths?	PVC membrane manufacturers tend to trade fiber for thickness to create the illusion of strength. Typically, the lower the fiber content, the lower the actual tensile values.
ASTM HIGH-TEMP DEAD LOAD Tear Strength at "Real World" Roof Temperature	Load strain evaluation can be a good indicator of a membrane's endurance against the long-term effects of cyclical wind uplift and thermal shock. ASTM D751 now includes a means for evaluating roofing membranes under a high-temperature dead load. FiberTite Roofing System membranes exhibit the benefits of a truly integrated fabric and coating system with unmatched dead load testing results.	Slippage, excessive elongation and actual pull-through of the fiber within the welds are indicators of the lack of true integration between the fiber and the coating.
FLAME RESISTANCE	FiberTite, similar to PVC roofing membranes, is self-extinguishing. However, compared to other single-ply systems, like modified bitumens, TPOs or EPDMs, FiberTite exceeds the competition when tested with UL 214 (Inactive). See the comparison and learn more at www.fibertite.com/fire .	Most PVC roofing membranes exhibit similar self-extinguishing characteristics to those of FiberTite.

Learn more at FiberTite.com

AGENDA ITEM 9:**MAINTENANCE MATTERS*****B. Bid Award Request for Law Enforcement Center HVAC*****MANAGER'S COMMENTS:**

Muter Construction was selected by the County to replace roofs and HVAC equipment in several County buildings including: Courthouse, Administration, Human Services, Appalachian Enterprise Center and the Law Enforcement Center.

The scope of work at the Law Enforcement Center includes retrofitting a new metal roof over a membrane roof and replacement of all HVAC units. Last week, the contractor alerted the County to a condition which they felt a Change Order was necessary. Their subcontractor, Associated Heating, was unable to connect the existing central controls unit to the new HVAC units due to the age and obsolescence of the existing electronic controls system. The Contractor applied for a Change Order in the amount of \$55,462.59 for replacing the DDC controls with a new Honeywell cloud-based system. Staff reviewed and rejected the Change Order with an agreement that the new controls contractor would contract directly with the County to avoid the general contractor's mark up.

It is imperative to replace the DDC Controls as they coordinate with the function of the HVAC equipment and a portion of the Life Safety systems throughout the Law Enforcement Center Campus. The HVAC systems are currently operating on temporary controls; however, the Life Safety smoke exhaust system is inoperable until the new controls system is in place.

Alpha Energy Solutions has submitted a \$47,078 proposal to replace the existing Honeywell controls system with a new Honeywell cloud-based controller, wiring and sensors. The County has worked with the staff at Alpha for many years with good results and in fact had already met with Alpha to discuss replacing the controls system in 2022.

Funds will come from the administrative contingency. Staff recommends the Board accept the bid submitted by Alpha Energy Solutions, in the amount of \$47,078 for replacement of the existing HVAC controls system at the Law Enforcement Center.



WATAUGA COUNTY MAINTENANCE DEPARTMENT

274 Winklers Creek Road, Suite B, Boone, NC 28607 - Phone (828) 264-1430
Fax (828) 264-1473

TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director *m*

DATE: January 31, 2023

RE: Bid Award Request

BACKGROUND

Muter Construction was selected by the County to replace roofs and HVAC equipment in several County buildings including: Courthouse, Administration, Human Services, Appalachian Enterprise Center and the Law Enforcement Center. Work on these buildings has proceeded as expected with few problems. The bulk of the remaining work yet to be performed is at the Law Enforcement Center.

The scope of work at the Law Enforcement Center includes retrofitting a new metal roof over a membrane roof and replacement of all HVAC units. Last week, the contractor alerted the County to a condition which they felt a Change Order was necessary. Their subcontractor, Associated Heating, was unable to connect the existing central controls unit to the new HVAC units due to the age and obsolescence of the existing electronic controls system. The Contractor applied for a Change Order in the amount of \$55,462.59 for replacing the DDC controls with a new Honeywell cloud-based system. Staff reviewed and rejected the Change Order with an agreement the new controls contractor would contract directly with the County to avoid the general contractor's markup.

Alpha Energy Solutions has submitted a \$47,078 proposal to replace the existing Honeywell controls system with a new Honeywell cloud-based controller, wiring and sensors. The County has worked with the staff at Alpha for many years with good results and in fact had already met with Alpha to discuss replacing the controls system in 2022.

RECOMMENDATION

Staff has reviewed and recommends the County accept the bid submitted by the low bidder, Alpha Energy Solutions, in the amount of \$47,078 for replacement of the existing HVAC controls system at the Law Enforcement Center.

It is important to proceed with this project quickly as the DDC Controls also coordinate with the function of the HVAC equipment and a portion of the Life Safety systems throughout the Law Enforcement Center Campus. The HVAC systems are currently operating on temporary controls, however, the Life Safety smoke exhaust system is inoperable until the new controls system is in place.

PROPOSAL

Alpha Energy Solutions

7200 Distribution Drive
Louisville, KY 40258-2827
Voice-888-212-6324 Fax-866-296-8035
Web Site-www.alphamechanicalservice.com

January 28, 2023

E-mail-brian.wilson@aamservice.com

To: Watauga County Government
Attn: Robert Marsh
Location: Watauga County Detention
184 Hodges Gap Rd.
Boone, NC 28607

Job Name: Center Controls Upgrade
Estimating Job Number: 965453

We are pleased to propose the following for your approval:

Scope of work:

- Install new Honeywell Web-based controls on (13) Trane rooftop units
- Provide 2-24x36 panels to install the new controls
- Install (1) new Jace Controller With 3-Year Maintenance for the Software
- Install (13) new Spyder Controllers
- Install (13) new wall temperature sensors
- Install (26) new duct temperature sensors
- Minimal conduit and wire as needed
- Utilize existing wiring and tie back into new equipment
- Includes programming and commissioning
- Maintain a safe and clean work environment

This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.

1-30-23
Date  Finance Director

Exclusion:

- No overtime. All work to be performed during normal business hours, Monday through Friday, 7:00am – 3:30pm.
- Customer must make Alpha aware of any present asbestos prior to start of service/work.
- Not responsible for asbestos abatement or removal.

We propose hereby to furnish material and labor – complete in accordance with these specifications, for the sum of **Forty-Seven Thousand and Seventy-Eight Dollars 00/100... (\$47,078.00)**

Payable as follows: FOR PROJECTS WITH A QUOTED PRICE OF \$20,000.00 OR MORE, UPON EXECUTION OF PROPOSAL, ALPHA MECHANICAL SERVICE, INC WILL REQUIRE A 50% DEPOSIT TO COVER MOBILIZATION AND PROCUREMENT OF MATERIALS. UPON COMPLETION OF JOB, ALPHA MECHANICAL SERVICE, INC. WILL REQUIRE THE REMAINDER TO BE PAID WITHIN 30 DAYS.

All material is guaranteed to be as specified. **Material pricing may change due to market volatility.** All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our controls. Owner to carry fire, tornado, and other necessary insurance. We are fully covered by General Liability and Workman’s Compensation Insurance. **This proposal may be withdrawn by us if not accepted within 7 days.**

Warranty: The customer should be made aware that any warranty work completed by Alpha Energy Solutions will be billed direct to the customer upon completion. ALPHA ENERGY SOLUTIONS will file necessary paperwork with the manufacturer/warranty company, etc. When ALPHA ENERGY SOLUTIONS receives credit from the manufacturer/warranty company for the part(s) that are covered under warranty, this credit will be passed to the customer as a credit memo on their account. Credits to the customers may not offset what was originally invoiced to the customer, and therefore the customer is responsible for any amounts above the credit given by the manufacturer/warranty company.

Authorized Signature Deon George
Name: N/A
Phone:
Title: County Manager

Authorized Signature _____
Name: Brian Wilson
Phone: 423-429-7948
Title: Regional Account Manager

Acceptance of this proposal – The price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Please sign and return or fax.

Signature: Deon George Date: 1-30-2023 P.O. # _____

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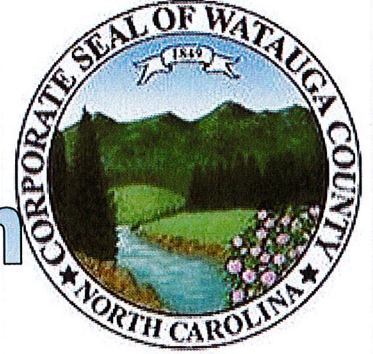
AGENDA ITEM 10:**PARKS AND RECREATION OUT-OF-STATE TRAVEL REQUEST****MANAGER'S COMMENTS:**

Mr. Eric Smallwood, Parks and Recreation Director, will request Board approval for Ms. Keron Poteat, Assistant Parks and Recreation Director, to travel to Hilton Head, SC, to make a presentation at the Professional Tennis Registry International Tennis Symposium. The travel dates are Saturday, February 4 - Wednesday, February 8, 2023. All expenses are covered by Special Olympics and Keron will be using her personal vehicle. Staff approved the request as no County funds were requested.

Board approval is required to authorize the out-of-state travel after the fact.



Watauga County Parks & Recreation



To: Mr. Deron Geouque, County Manager
Watauga County Board of Commissioners

From: Keron J Poteat, Assistant Director WCPR

Subject: Travel Request

Date: January 24, 2023

I am requesting approval for travel to Hilton Head, SC to present at the Professional Tennis Registry International Tennis Symposium. The travel dates are Saturday, February 4 through Wednesday, February 8.

Mr. Craig Pippert, Special Olympics North America, emailed me yesterday to request my attendance to present for the Adaptive Tennis Program portion of the symposium, as well as assist in the adaptive element of the PTR Trade Show. Special Olympics North America will cover all of my travel, housing, and meal costs for the symposium. I am excited and humbled to be asked to join this conference as a presenter.

I have attached the schedule for your review.

Respectfully,

Keron J. Poteat, *Assistant Director*
Watauga County Parks & Recreation

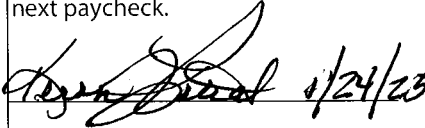
Cc: Mr. Eric Smallwood, *Director*
Watauga County Parks & Recreation

**WATAUGA COUNTY
TRAVEL AUTHORIZATION AND TRAVEL ADVANCE REQUEST**

DATE: 1/24/2023 BUDGET ACCOUNT NUMBER: _____

NAME: Keron Poteat		TITLE: Assistant Director		DEPARTMENT: Parks and Recreation	
DESTINATION: Hilton Head, SC		MEETING DATES FROM: 02/04/2023		TO: 02/08/2023	
Out of State travel? If yes, BCC approval is required and must be signed by County Manager.	<input checked="" type="radio"/> YES <input type="radio"/> NO	DEPARTURE	02/04/2023	RETURN	02/08/2023
	Purpose		Presenter for PTR International Tennis Symposium		
Overnight Accommodations Required?	<input checked="" type="radio"/> YES <input type="radio"/> NO	Name of Hotel/Motel		All Covered by SONA	
	Rate per night/person		Government Discount?		<input type="radio"/> YES <input type="radio"/> NO
Method of Transportation: <input type="radio"/> County Vehicle <input checked="" type="radio"/> Personal Vehicle <input type="radio"/> Air <input type="radio"/> Other					
Cost: .00		Explanation: All Covered by SONA			

Estimated Expenses				TOTALS	
REGISTRATION FEES: Please indicate meals and/or banquets included in registration fee.					.00
MEALS	Breakfast:		X		
	Lunch:		X		
	Dinner:		X		
LODGING	Single Rate:		X		
*OTHER					
TOTAL					.00

Remarks: Special Olympics North America will cover all expenses		
Are funds requested in advance? <input type="radio"/> Yes <input checked="" type="radio"/> No Form is Mathematically Correct: <input type="radio"/> Yes <input type="radio"/> Approved as corrected	If settlement has not been made on this advance within 20 working days after completion of travel, I authorize this amount to be deducted from my next paycheck.  1/24/23 Employee/date	I believe this trip to be necessary and beneficial to Watauga County and funds were provided for this purpose in this departments appropriate budget account. Department Head _____ County Manager (Out of State) _____
Finance Staff/Date		



EVENTS



Schedule

Sunday, February 5

8 AM – 5 PM Adaptive Tennis Workshop

12 – 3 PM Master Class with Dr. Mark Kovacs

3 – 6 PM Master Class with Dean Hollingworth & Carl Maes

Tuesday, February 7

8:15 – 9 AM General Membership Meeting

9 AM – 1 PM Sessions

- Ashley Keber
- Emma Wells
- Morgan Jones – *Cultivating a Growth Mindset by Simplifying Your Vision*
- Dave Ramos – *Utilizing Analytics to Guide Coaching*
- Dean Hollingworth – *Drills to Improve on Court Athleticism for Juniors*
- Kim Bastable – *Strategies and Tactics to Solve the Pro Shortage*
- Carl Maes

1 – 2 PM Lunch Break

2 – 5 PM Sessions

- Aaron Fox – *Dynamic Junior Practice Formats*
- Maria Lopez – *The Future for Female Coaches*
- Mike Barrell – *Transitioning from Triers to High Flyers*
- Len Simard & Jonathan Sarosiek – *Developing Your Personal Brand*
- Oivind Sorvald – *Coaching for the Future*

9 AM- 3 PM Tradeshow

3 – 5 PM Demo Courts

AGENDA ITEM 11:

FINANCE MATTERS

A. Proposed Audit Contract for Fiscal Year Ending June 30, 2023

MANAGER’S COMMENTS:

Ms. Samantha Jones, Finance Director, will request the Board approve the Fiscal Year 2022-23 audit contract and engagement letter with C. Randolph CPA, PLLC. The contract amount of \$47,800 covers the annual audit. Adequate funds are available to cover the expenditure.

Board approval is required to accept the contract with C. Randolph, CPA, PLLC for the County’s Fiscal Year 2022-2023 audit in the amount not to exceed \$47,800.

CONTRACT TO AUDIT ACCOUNTS

The	Governing Board Board of Commissioners
of	Primary Government Unit Watauga County
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name C. Randolph CPA, PLLC
	Auditor Address 560 Beaver Creek School Rd., West Jefferson, NC 28694

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
-----	--------------------------------	-------------------------------------------------

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

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14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

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30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification). #26

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

CONTRACT TO AUDIT ACCOUNTS

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
Samantha Jones	Finance Director	samantha.jones@watgov.org

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

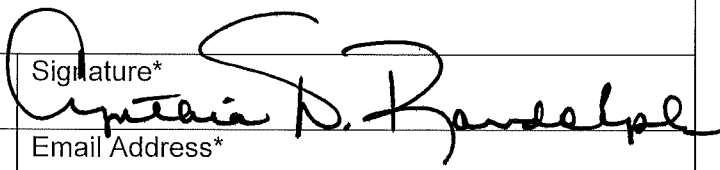
Primary Government Unit	Watauga county
Audit Fee	\$ 38,800
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$ 9,000

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* C. Randolph CPA, PLLC	
Authorized Firm Representative (typed or printed)* Cynthia D. Randolph	Signature* 
Date* 01/12/23	Email Address* cindy@crandolphcpa.com

GOVERNMENTAL UNIT

Governmental Unit* Watauga county	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	✓
Mayor/Chairperson (typed or printed)* Larry Turnbow	Signature* ✓
Date ✓	Email Address larry.turnbow@watgov.org

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed) Samantha Jones	Signature* ✓
Date of Pre-Audit Certificate* ✓	Email Address* samantha.jones@watgov.org

CONTRACT TO AUDIT ACCOUNTS

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT

C. Randolph CPA, PLLC
Certified Public Accountant
 560 Beaver Creek School Rd.
 West Jefferson, North Carolina 28694
 Phone: (336) 846-3211
 Fax: (336) 846-1142

To the Board of Commissioners and Finance Director

January 12, 2023

Watauga County
 814 West King St., Rm. 216
 Boone, NC 28607

We are pleased to confirm our understanding of the services we are to provide Watauga County for the year ending June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, one of the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Watauga County as of and for the year ending June 30, 2023. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Watauga County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Watauga County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Changes in the Net Pension Liability - Law Enforcement Officers' Special Separation Allowance Irrevocable Trust (LEOSSA)
- 3) Schedule of the Net Pension Liability (LEOSSA)
- 4) Schedule of County's Contributions (LEOSSA)
- 5) Schedule of Changes in the OPEB Liability and Related Ratios (OPEB)
- 6) Schedule of County's Contributions (OPEB)
- 7) Schedule of Investment Returns (OPEB)
- 8) Schedule of County's Proportionate Share of Net Pension Liability (Asset) (LGERS)
- 9) Schedule of County's Contribution (LGERS)
- 10) Schedule of County's Proportionate Share of Net Pension Liability (Asset) (RODSPF)
- 11) Schedule of county's Contribution (RODSPF)

We have also been engaged to report on supplementary information other than RSI that accompanies Watauga County's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal and State Awards.
- 2) Combining and Individual Fund Schedules
- 3) Schedules of Revenues, Expenditures, and Changes in Fund Balances-Budget and Actual

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Schedule of Ad Valorem Taxes Receivable
- 2) Analysis of Current Tax Levy-County-Wide Level
- 3) Secondary Market Disclosures
- 4) Ten Largest Taxpayers
- 5) Analysis of Current Tax Levy – Fire Districts

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Watauga County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Watauga County's major programs. For federal and state programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Watauga County's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal and state awards, and related notes of Watauga County in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal and state awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal and state awards, and related notes and that you have reviewed and approved

the financial statements, the schedule of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal and state awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal and state awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal and state awards; federal and state award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on October 15, 2023.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal and state awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal and state awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of C. Randolph CPA, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate

individuals will be made available upon request and in a timely manner to the Local Government Commission or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of C. Randolph CPA, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Local Government Commission. If we are aware that a federal and state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in approximately mid-September and to issue our reports no later than October 31, 2023. Cynthia D. Randolph is the engagement CPA and is responsible for supervising the engagement and signing the reports.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$47,800. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the County Commissioners of Watauga County. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

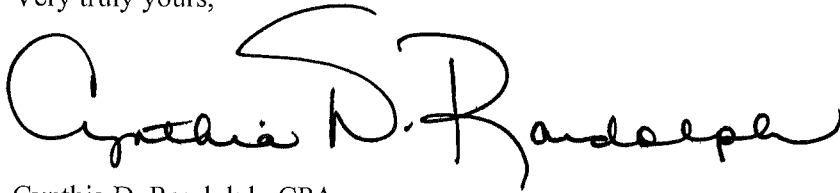
The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2021 peer review report accompanies this letter.

Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

We appreciate the opportunity to be of service to Watauga County and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Cynthia D. Randolph, CPA

RESPONSE:

This letter correctly sets forth the understanding of Watauga County.

Management signature: ✓ _____

Title: ✓ _____

Date: ✓ _____

Governance signature: ✓ _____

Title: ✓ _____

Date: ✓ _____



Koonce, Wooten & Haywood, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

To the Owner of C. Randolph CPA, PLLC and the
Peer Review Committee, Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of C. Randolph CPA, PLLC (the firm) in effect for the year ended October 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of C. Randolph CPA, PLLC in effect for the year ended October 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. C. Randolph CPA, PLLC has received a peer review rating of *pass*.

Koonce, Wooten & Haywood, LLP

Koonce, Wooten & Haywood, LLP

December 13, 2021

Raleigh
4060 Barrett Drive
Post Office Box 17806
Raleigh, North Carolina 27619

919 782 9265
919 783 8937 FAX

Durham
3500 Westgate Drive
Suite 203
Durham, North Carolina 27707

919 354 2584
919 489 8183 FAX

Pittsboro
579 West Street
Post Office Box 1399
Pittsboro, North Carolina 27312

919 542 6000
919 542 5764 FAX

Smithfield
212 East Church Street
Post Office Box 2348
Smithfield, North Carolina 27577 149

919 934 1121
919 934 1217 FAX

Directory of Governmental Unit and Audit Firm Officials

Watauga County
Governmental Unit

C. Randolph CPA, PLLC
Auditor for the 2022-2023 Fiscal Year

GOVERNMENTAL UNIT

AUDITOR

1. ELECTED OFFICIAL:
(Mayor for Municipalities and chairperson of governing board for all other units)

Larry Turnbow
Name

Chairperson
Title

2. MANAGER:
(Or person who serves in this capacity e.g. Administrator, Executive Director, etc.)

Deron Geouque
Name
County Manager
Title

3. FINANCE OFFICER:

Samantha Jones
Name

Finance Director
Title

(828) 265-8007
Phone No.

(828) 265-8006
Fax No.

samantha.jones@watgov.org
E-Mail Address

1. CONTACT PERSON:
Partner or other person with legal authority to contract for the firm)

Cynthia D. Randolph
Name

CPA
Title

(336) 846-3211
Phone No.

(336) 846-1142
Fax No.
cindy@crandolphcpa.com
E-Mail Address

2. AUDITOR ANTICIPATES PREPARING THE FOLLOWING TYPE OF REPORT:

(Check the appropriate box)

General Purpose Financial Statements with combining, individual fund, and account group financial statements, and schedules required by the LGC

Comprehensive Annual Financial Report (CAFR) including schedules required by the LGC

Notes:

1. Please type all information on this questionnaire.
2. The audit firm representative, the elected official, and the finance officer reported on this questionnaire should agree with the persons reported on the Contract to Audit Accounts.
3. The information on this questionnaire will be used in official correspondence from the Local Government Commission, and the Commission must be notified of any changes in the persons holding these positions.

AGENDA ITEM 11:

FINANCE MATTERS

B. Proposed Letter of Engagement for County Financials for Fiscal Year Ending June 30, 2023

MANAGER'S COMMENTS:

Ms. Samantha Jones will request the Board approve the engagement letter with Misty Watson, CPA, PLLC to write the County Financials in the amount of \$10,000 for the Fiscal Year ending June 30, 2023. Adequate funds are available to cover the expenditure.

Board approval is required to accept the engagement letter with Misty Watson, CPA, PLLC to write the County Financials in the amount of \$10,000.

**MISTY D. WATSON, CPA, P.A.
CERTIFIED PUBLIC ACCOUNTANT
PO BOX 2122
BOONE, NORTH CAROLINA 28607**

To Management
Watauga County
814 West King Street
Boone, NC 28607

We are pleased to confirm our acceptance and understanding of the services we are to provide for Watauga County ("the County") for the year ended June 30, 2023.

You have requested that we prepare the financial statements of the County as of and for the year ended June 30, 2023 in the form prescribed by the Governmental Accounting Standards Board in accordance with accounting principles generally accepted in the United States of America.

Our Responsibilities

The objective of our engagement is to prepare financial statements in accordance with the format prescribed by Governmental Accounting Standards Board and in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and will comply with the AICPA's *Code of Professional Conduct*, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the County or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with the format prescribed by Governmental Accounting Standards Board and accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

- 1) The selection of the format prescribed by Governmental Accounting Standards Board and accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of financial statements.
- 2) The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 3) The prevention and detection of fraud.
- 4) To ensure that the County complies with the laws and regulations applicable to its activities.
- 5) The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- 6) To provide us with:
 - a) Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - b) Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - c) Unrestricted access to persons within the County of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Relevant Information

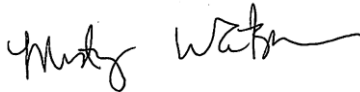
Misty Watson is responsible for supervising the engagement.

We estimate that our fees for these services will range from \$8,000 to \$10,000. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

You agree to hold us harmless and to release, indemnify, and defend us from any liability or costs, including attorney's fees, resulting from management's knowing misrepresentations to us.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Misty D. Watson, CPA PA

This letter correctly sets forth the understanding of Watauga County.

Management Signature: _____

Title: _____

Date: _____

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AGENDA ITEM 12:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****A. Boards and Commissions*****MANAGER'S COMMENTS:*****Planning Board***

Each Commissioner nominates a representative to the Watauga County Planning Board whose terms run concurrent with the term of the appointing Commissioner. The Planning Board members must live within the appointing Commissioner's District and action must be taken by the entire Board of Commissioners to make these appointments.

Commissioner Russell requests to reappoint Mr. Neil Hartley to represent his District.

Tourism Development Authority

The terms of Matt Vincent, Tina Houston and Lisa Cooper on the Watauga County Tourism Development Authority (TDA) will expire at the end of February. All three board members are willing to continue to serve. Mr. Vincent currently serves as the TDA Board Chair.

The Board of Commissioners also appoints the TDA Chair. It has been requested that Mr. Vincent be reappointed Chair, if reappointed to the TDA Board.

These are first readings and, therefore, no action is required.



TO: Watauga County Board of Commissioners
Deron Geouque, Watauga County Manager

FROM: Wright Tilley, Executive Director

RE: TDA Board Appointments

DATE: 1/31/2023

The Watauga County TDA Board seats currently occupied by Matt Vincent, Tina Houston and Lisa Cooper expire at the end of February. All three board members have expressed an interest in continuing to serve on our board. Matt currently serves as the board chair.

I have not yet received an updated board application from Lisa Cooper, but hope to submit that at your next board meeting.

Matt and Tina have submitted applications for board re-appointment and those are attached. They are two of our most involved board members. Both bring different and valuable expertise to the board with Matt being a lifelong resident and leader in the construction industry and Tina owning and operating restaurants and a catering business. I would highly encourage you all to re-appoint both to another three-year term on the board.

If reappointed, we would like to request that Matt Vincent also be reappointed as the Chair of the Watauga TDA Board.

Best Regards,

Wright

**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: _____

Home Address: _____

City: _____ Zip: _____

Telephone: (H) _____ (W) _____ (Fax) _____

Email: _____

Place of Employment: _____

Job Title: _____

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

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

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

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

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

- | | | |
|------------------------------|----------------------------------------|--------------------------------|
| Gender | Ethnic Background | |
| <input type="radio"/> Male | <input type="radio"/> African American | <input type="radio"/> Hispanic |
| <input type="radio"/> Female | <input 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.
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:**

**Volunteer
Experience:**

**Other
Experience:**

**Other
Comments:**

Signature: *Matt Vincent*

Date: 1.23.23

[Print Form](#)

[Reset Form](#)

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: Tina Houston
Home Address: 920 Odes Wilson Road
City: Zionville Zip: 28698
Telephone: (H) 828-457-5338 (W) 828-898-9200 (Fax) _____
Email: reidscateringco@gmail.com or tinahouston71@gmail.com
Place of Employment: Reid's Cafe & Catering, The Beacon Butcher Bar + Betty's Biscuits
Job Title: Owner/Operator

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 checked="" type="radio"/> Cove Creek |
| <input type="radio"/> Beaver Dam | <input type="radio"/> Meat Camp | <input type="radio"/> Shawneehaw |
| <input type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input type="radio"/> Boone |

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

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

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

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

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

1. Watauga County Tourism Development Authority
2. Adult Care Home Community Advisory Committee
3. Recreation Commission

**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:**

I moved to Western NC in 1993 after attending Old Dominion University with a double major is Geology + Outdoor Experiential Education. During my time living in the Boone area I have been self employed [since 1999] in the restaurant industry. I currently own and operate Reid's Cafe & Catering, the Beacon Butcher Bar and Betty's Biscuits.

**Volunteer
Experience:**

I have served on the following Boards in the High Country:

Western Youth Network [2000 - 2006 - secretary]
Mountain Pathways Montessori School [2001 - 2004]
Two Rivers Community School [2002 - 2006, secretary]
Mountain Alliance [2006 - 2018, secretary, board chair]
TDA of Watauga Co. [2017 - present]
HC United Way [2018 - present]
High Country Community Clinic [2020 - present, treasurer]

**Other
Experience:**

My family are avid hikers, cyclists and general lovers of the mountains. My husband Jerry Cantwell teaches in the Recreation Department at AppState.

**Other
Comments:**

I truly enjoy my time on the TDA Board. Watauga County is my home and it's so important to see balance in our community with regards to tourism and capital improvements necessary for the protection and enjoyment for all. Please let me know if you have any questions, I would like to be reappointed as we are in the midst of several projects that I have been involved with and it would be wonderful to see those to fruition.

DocuSigned by:
Tina Houston
Signature: _____
C286217C2E6A4A5...

Date: 1/23/2023

Print Form

Reset Form

AGENDA ITEM 12:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Announcements

MANAGER’S COMMENTS:

The Annual Pre-Budget Retreat is scheduled for Thursday, February 9, beginning at 12:00 P.M. and Friday, February 10, 2023, at 9:00 A.M.

AGENDA ITEM 13:

PUBLIC COMMENT

AGENDA ITEM 14:

BREAK

AGENDA ITEM 15:

CLOSED SESSION

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