

TENTATIVE AGENDA AND MEETING NOTICE
WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 7, 2025 AT 5:30 PM
WATAUGA COUNTY ADMINISTRATION BUILDING
COMMISSIONERS' BOARD ROOM

| TIME | # | TOPIC | PRESENTER | PAGE |
|------|----|---|-----------------|------|
| 5:30 | 1 | CALL REGULAR MEETING TO ORDER | | |
| | 2 | APPROVAL OF MINUTES | | 2 |
| | | ▪ SEPTEMBER 16, 2025, REGULAR MEETING | | |
| | | ▪ SEPTEMBER 16, 2025, CLOSED SESSION | | |
| | 3 | APPROVAL OF THE OCTOBER 7, 2025 AGENDA | | 13 |
| 5:35 | 4 | PUBLIC COMMENT | CHAIRMAN EGGERS | 14 |
| | | ▪ WILL LAST UP TO ONE HOUR, DEPENDING ON THE NUMBER OF SPEAKERS | | |
| 5:40 | 5 | ISAIAH 117 HOUSE PROGRAM PRESENTATION | JULIE DIXON | 15 |
| 5:45 | 6 | DISSOLUTION OF THE WATAUGA COUNTY FIRE COMMISSION | STEVE MARKS | 33 |
| 5:50 | 7 | FISCAL AGENT AND GRANT MATCH REQUEST FOR WATAUGA COOPERATIVE EXTENSION | KENDRA PHIPPS | 35 |
| 5:55 | 8 | ANNUAL COMPREHENSIVE EVALUATION FOR PROJECT ON AGING | ANGIE BOITNOTTE | 46 |
| 6:00 | 9 | MISCELLANEOUS ADMINISTRATIVE MATTERS | DERON GEOUQUE | |
| | | A. RECOMMENDED CONTRACT AWARD FOR EMPLOYEE MEDICAL, DENTAL, VISION, AND LIFE INSURANCE | | 62 |
| | | B. CHANGE ORDER 7 FOR VALLE CRUCIS SCHOOL | | 67 |
| | | C. GUY FORD ROAD LICENSE AGREEMENT | | 71 |
| | | D. AMERICAN RED CROSS LICENSE RENEWAL | | 81 |
| | | E. PARKS AND RECREATION DEPARTMENT OUT-OF-STATE TRAVEL REQUEST | | 87 |
| | | F. BOARDS AND COMMISSIONS | | 92 |
| 6:05 | 10 | BREAK | | 94 |
| 6:15 | 11 | CLOSED SESSION | | 94 |
| | | ▪ ATTORNEY-CLIENT MATTERS PER G. S. § 143-318.11(A)(3) | | |
| | | ▪ LAND ACQUISITION PER G.S. § 143-318.11(A)(5) | | |
| 6:25 | 12 | ADJOURN | | |

AGENDA ITEM 2:

APPROVAL OF MINUTES:

September 16, 2025, Regular Meeting

September 16, 2025, Closed Session

MEETING MINUTES
WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 16, 2025

The Watauga County Board of Commissioners held a regular meeting on Tuesday, September 16, 2025, at 5:30 P.M. in the Commissioners' Board Room located in the Watauga County Administration Building in Boone, North Carolina.

1. CALL REGULAR MEETING TO ORDER

Chairman Eggers called the meeting to order at 5:30 P.M. The following were present:

PRESENT: Braxton Eggers, Chairman
 Todd Castle, Vice-Chairman
 Emily Greene, Commissioner
 Tim Hodges, Commissioner
 Ronnie Marsh, Commissioner
 Andrea Miller, County Attorney
 Deron Geouque, County Manager
 Katie Hancock, Clerk to the Board

Commissioner Marsh offered a prayer and Commissioner Hodges led the Pledge of Allegiance.

Chairman Eggers recognized that September 27, 2025 would mark the one-year anniversary of Hurricane Helene. He reflected on the resilience of the community and the progress made in recovery efforts, while noting that work still remains. Chairman Eggers emphasized the “power of community, not the power of the storm” in highlighting the County’s strength and perseverance.

2. APPROVAL OF MINUTES

Chairman Eggers presented the September 2, 2025, regular and closed session meeting minutes.

Vice-Chairman Castle, seconded by Commissioner Greene, moved to approve the September 2, 2025, regular meeting minutes as presented.

VOTE: Aye – 5
 Nay – 0

Vice-Chairman Castle, seconded by Commissioner Greene, moved to approve the September 2, 2025, closed session minutes as presented.

VOTE: Aye – 5
 Nay – 0

3. APPROVAL OF AGENDA

Chairman Eggers called for additions or corrections to the September 16, 2025, agenda; there were none.

Commissioner Greene, seconded by Commissioner Marsh, moved to approve the September 16, 2025, agenda.

VOTE: Aye – 5
Nay – 0

4. PUBLIC COMMENT

- **Shawn Hodge**, a resident of Powder Horn Mountain, stated that their community is made up of kind and giving people. She noted that when the Stewart Simmons Volunteer Fire Department requested a lot for the tower, the community provided one. Ms. Hodge questioned who would, in turn, help their community.
- **Julianne Shamburg**, a resident of Powder Horn Mountain, stated that many residents have been unable to attend Board meetings and, as a result, she started an online petition which currently has 201 signatures. She expressed concerns that falling ice could damage the water tower and that the tower could make the neighborhood less desirable. Ms. Shamburg noted that it is a 15-mile drive up to the tower and encouraged Board members to visit the site to see the scale of the structure.
- **Bill Shamburg**, a resident of Powder Horn Mountain, thanked Chairman Braxton Eggers, County Manager Deron Geouque, and Emergency Services Director Will Holt. He informed the Board that he placed a temporary wind monitor at his house, where readings frequently reach 30 miles per hour with gusts up to 50 miles per hour. Mr. Shamburg expressed concern about his property given the tower's proximity.
- **Don Farese**, a resident of Powder Horn Mountain, presented the Board with an aerial image of the tower site including a digital rendering of the proposed tower, to provide a visual of its appearance when completed. He also noted that three homes are located within the setback and fall zone area.
- **Sharon Graffagnino**, a resident of Powder Horn Mountain, stated that she retired to the area from Durham, NC, fulfilling a long-term goal of moving there. She expressed her opposition to the construction of the tower.
- **Carmelo Graffagnino**, a resident of Powder Horn Mountain, stated that it had been his dream to move to the community. He expressed concern that the proposed 180-foot tower would cause aesthetic harm to the area. While acknowledging the need for a tower, based on his experience with past fires and Hurricanes Fran and Floyd, he noted that current winds already rattle his house and expressed concern about the tower's impact. Mr. Graffagnino urged the Board to consider equity and fairness and to select a safer, less obtrusive location.

- **Susan Chaney**, a resident of Powder Horn Mountain and a local real estate agent, stated that the neighborhood is gated not to keep others out but to protect the community. She noted that home values are directly tied to the area’s view and aesthetics.
- **Jill Williams**, a resident of Powder Horn Mountain, stated that she had reviewed the 325-page Watauga County Planning and Development Ordinance. She noted that even if a tower meets the basic requirements, it may not be “right.” Ms. Williams also pointed out that, according to the ordinance, the fall zone extends to the property line rather than just the housing structure, meaning additional properties fall within the fall zone.
- **David Smith**, a resident of Powder Horn Mountain and member of the Stewart Simmons Volunteer Fire Department, expressed support for the construction of the tower. He explained that the tower is designed to collapse within itself and stated that, as a result, he does not share the concerns of those opposed, who repeatedly reference the fall zone as a danger.

5. REQUEST FOR PERMANENT PLACEMENT OF PURPLE PANTRY

Ms. Mary McKinney, Founder of Just Love and Purple Pantries, requested approval for the permanent placement of a Purple Pantry in the green space at the Watauga County Government Center. Purple Pantries provide free resources such as drug test strips, naloxone, recovery support information, family support materials, and grief resources. The site previously hosted temporary Pantries and Purple Mailboxes during International Overdose Events in 2022–2024.

Ms. McKinney noted that resources are obtained through local donations funded by Watauga County’s Opioid Settlement, and volunteers regularly check the Pantries, with high-traffic sites monitored daily.

Commissioner Marsh expressed appreciation for Ms. McKinney’s efforts to provide emergency resources and prevent overdose deaths.

Commissioner Hodges, seconded by Vice-Chairman Castle, moved to approve the permanent placement of a Purple Pantry in the green space at the Watauga County Government Center and directed staff to coordinate with Ms. McKinney to determine the best location.

VOTE: Aye – 5
Nay – 0

6. NCDOT PROJECT R-2615 – US-321/US-421 WIDENING

Ms. Martha Register, Transportation Planning Group Manager for WGI Engineering, presented information on NCDOT Project No. R-2615, which proposes widening US-321/US-421 from the junction near Vilas to the NC-105 Bypass (SR 1107) west of Boone. The 3.5-mile project would expand the existing two-lane highway to four lanes with a median, improve intersections with dedicated turn lanes, and evaluate traffic signals. The project, originally initiated in 2018 and recently restarted, is included in the 2026–2035 State Transportation Improvement Program with funding for preliminary engineering only. The projected cost is \$156,200,000.

Commissioner Marsh expressed concern about the project timeline, noting that waiting 15 years for completion is unreasonable given the county's continued growth. He highlighted the difficulties of commuting from western Watauga County during peak hours (7:30–8:30 AM and 5:00–6:00 PM) and stated that traffic congestion will worsen by 2040.

Ms. Register explained that traffic volumes and accident data had been analyzed and that the project team is seeking community input. Comments may be submitted through the link provided in her presentation (<https://www.ncdot.gov/news/public-meetings/Pages/R-2615-2022-10-12.aspx>). David Graham, Transportation Planner for the High Country Council of Governments, joined Ms. Register in the presentation, noting that community and Board input are critical for advancing the project.

The Board and community members were encouraged to provide input via the project website. No action was required.

7. PROJECT ON AGING MATTERS

A. Appropriation of State Funds for Senior Centers

The Project on Aging requested approval to accept \$14,628 in State Senior Center General Purpose funding for the L.E. Harrill and Western Watauga Community Centers, with a combined local match of \$4,876 already budgeted in FY26. Funds may be used for equipment, supplies, programming, and operations.

Commissioner Marsh, seconded by Commissioner Hodges, moved to accept the Senior Center General Purpose funding as presented.

VOTE: Aye – 5
Nay – 0

B. Allocation of Providing Elders Additional Sustenance (PEAS) Funds

The Project on Aging is eligible to receive \$16,545 in PEAS supplemental funding from the NC Division of Aging and Adult Services to support high-risk older adults through additional meals or supplemental groceries. No local match is required, and funds must be spent by September 30, 2026.

Commissioner Greene, seconded by Vice-Chairman Castle, moved to accept \$16,545 in PEAS supplemental funding and incorporate the funds into the FY 26 budget.

VOTE: Aye – 5
Nay – 0

8. PARKS AND RECREATION MATTERS

A. Land and Water Conservation Grant

Watauga County Parks & Recreation requested approval to submit a Land and Water Conservation Fund (LWCF) grant application to support the rebuild and reconstruction of Old Cove Creek Park, including repairs from Hurricane Helene. Senior Planner Kelly Coffey, High Country Council of Governments, assisted with the proposal. The grant requires endorsements from the Recreation Commission and Cove Creek Preservation Association, letters of community support, and a public input meeting that was held on September 11, 2025. Commissioner Marsh inquired about the likelihood of receiving the grant; Mr. Coffey noted the application is scored on a point system and that Watauga County should score well, though competition is unknown. The grant deadline is November 1, 2025.

Commissioner Marsh, seconded by Commissioner Hodges, moved to approve the submission of the LWCF grant application.

VOTE: Aye – 5
Nay – 0

B. Playground Grants

Parks & Recreation requested approval to apply for the Game Time Playground Grant and the Play & Park Spark Fund to enhance the Old Cove Creek Park playground with inclusive play features. The Game Time grant offers up to 100% matching funds depending on project size (applications due October 17, 2025), while the Play & Park Spark Fund provides 50/50 matching funds with no cap (applications due October 31, 2025). Director Keron Poteat noted that if FEMA and grant funding were both awarded, the grant funds would be declined.

Vice-Chairman Castle, seconded by Commissioner Greene, moved to approve the submission of the Game Time Playground Grant and Play & Park Spark Fund applications for Old Cove Creek Park.

VOTE: Aye – 5
Nay – 0

C. Out-of-State Travel Request

Parks & Recreation Director Keron Poteat requested approval to serve as Competition Director for the 2025 Special Olympics North America Tennis & Pickleball Championships in Hilton Head, SC, on October 14–19, 2025. She noted that all expenses will be covered by Special Olympics North America and that the request requires no County funds, only approval of her time.

Commissioner Hodges, seconded by Commissioner Greene, moved to approve the out-of-state travel request for Ms. Keron Poteat.

VOTE: Aye – 5
Nay – 0

9. EMERGENCY SERVICES MATTERS

A. Hazard Mitigation Grant Program Projects

Emergency Services Director Will Holt explained the Hazard Mitigation Grant Program (HMGP), which supports recovery from Hurricane Helene by funding demolition of eligible structures, transferring the parcels to the County, and applying deed restrictions to prevent future development in the floodplain. He noted the program comes at no direct cost to the County, aside from potential long-term maintenance of the parcels.

Vice-Chairman Castle, seconded by Commissioner Marsh, moved to approve the submission of the Hazard Mitigation Grant Program (HMGP) application.

VOTE: Aye – 5
Nay – 0

B. Emergency Watershed Protection Projects

Emergency Services Director Will Holt presented the Emergency Watershed Protection (EWP) program, which provides funding to stabilize waterways impacted by Hurricane Helene. The program covers 100% of eligible construction costs and up to 10% of engineering and administration costs. This application represents the first of several expected for Board review.

Commissioner Marsh asked if the program would address stagnant water concerns. Director Holt explained that while EWP focuses on stabilization, the Soil and Water Conservation has programs that may assist with those issues. He added that these programs are wrapping up, but it may still be worthwhile for residents with concerns to contact them.

Commissioner Hodges, seconded by Commissioner Marsh, moved to approve the submission of the Emergency Watershed Protection (EWP) application as presented.

VOTE: Aye – 5
Nay – 0

C. Carolina Recording Systems Projects

Emergency Services Director Will Holt reviewed the proposed renewal of the maintenance contract with Carolina Recording Systems in the amount of \$29,078.70. He explained that the agreement covers the recorders used at the County's Primary and Backup 911 Centers, which are critical to emergency communications. Funds are available in the Emergency Services budget for this purpose.

Commissioner Greene, seconded by Vice Chairman Castle, moved to approve the renewal of the maintenance contract with Carolina Recording Systems in the amount of \$29,078.70.

VOTE: Aye – 5
Nay – 0

D. Priority Dispatch Renewal

Emergency Services Director Will Holt presented the annual renewal of the Priority Dispatch software license at a cost of \$22,417.52. The software is used to process Fire, EMS, and Law Enforcement calls using standardized questions that prioritize emergency responses. While medical emergency questions are required by the State, this specific vendor is not mandated. The renewal is fully funded by 911 surcharge funds.

Commissioner Marsh, seconded by Commissioner Hodges, moved to approve the renewal of the Priority Dispatch software license in the amount of \$22,417.52.

VOTE: Aye – 5
Nay – 0

10. SANITATION SITE REPAIR FUNDING REQUEST

Sanitation Director Chris Marriott explained that the scrap metal storage pad has deteriorated, creating unsafe conditions for staff and the public. Staff solicited three quotes and recommended PCM Construction, Inc. of Jonesville, NC, as the lowest responsive bidder at \$47,700. PCM has previously completed work for the County with good results. Funding is available in the FY2026 Landfill Operations budget.

Commissioner Marsh asked about the project timeline. Mr. Marriott indicated he plans to complete the repairs this fall, before winter, and that temporary storage will be set up while work is underway.

Vice-Chairman Castle, seconded by Commissioner Marsh, moved to approve PCM Construction, Inc. of Jonesville, NC to complete the repairs to the scrap metal storage pad at a cost of \$47,700.

VOTE: Aye – 5
Nay – 0

11. TAX MATTERS

A. Monthly Collections Report

Tax Director Tyler Rash presented the Monthly Collections Report for August. There were no tax releases for the month. Commissioner Marsh asked about the mailing schedule for tax bills, and Mr. Rash indicated they would be mailed on Thursday. He also noted that \$127,000 in pre-payments had already been received.

The report was presented for informational purposes only, and no Board action was required.

12. MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Use of Commissioners' Board Room for Election Official Access

Staff informed the Board that the Commissioners' Board Room will be needed for Election Official Access Only on the following dates, which may conflict with regularly scheduled Board meetings:

- **October 21, 2025** and **November 4, 2025** – Municipal Elections
- **February 17, 2026** and **March 3, 2026** – 2026 Primary
- **October 20, 2026** and **November 3, 2026** – 2026 General Election

During these periods, locks are changed and voting equipment is stored in the Board Room. The Community Room at the Watauga County Recreation Center has been tentatively reserved for all listed dates.

Commissioner Greene, seconded by Vice-Chairman Castle, moved to hold all six meetings in the Watauga County Recreation Center's Community Room.

VOTE: Aye – 5
Nay – 0

B. Boards and Commissions

The Board considered the reappointment of Ms. Barbara Hunsucker to the Watauga County Nursing Home Community Advisory Committee for a three-year term. Her current term expires on September 20, 2025, and she has expressed a desire to continue serving. The reappointment request was submitted by Stevie Welborn, Regional Long-Term Care Ombudsman with the High Country Council of Governments.

Commissioner Marsh, seconded by Commissioner Hodges, moved to waive the first reading and reappoint Ms. Barbara Hunsucker to the Watauga County Nursing Home Community Advisory Committee for a three-year term.

VOTE: Aye – 5
Nay – 0

Announcements

County Manager Geouque informed the Board of an upcoming event for their awareness:

- **Blue Ridge Energy’s Community Leaders Council Dinner** – September 30, 6:00 PM, at Jefferson Landing in Jefferson, NC

He noted that no Board business will be discussed at this event.

13. COMMISSIONER COMMENTS

Chairman Eggers spoke about the Renew North Carolina program, a state-led disaster recovery effort funded by the U.S. Department of Housing and Urban Development (HUD). The program assists low-to-moderate income homeowners, including seniors, families with children, and disabled households, impacted by Hurricane Helene in 29 counties, including Watauga. More information about qualifications and the application process is available at renewnc.org.

14. CLOSED SESSION

County Manager Deron Geouque informed the Board that there would be no discussion of attorney-client privileged matters [G.S. § 143-318.11(a)(3)] or land acquisition matters [G.S. § 143-318.11(a)(5)] as originally noted on the agenda.

At 6:53 PM, Vice-Chairman Castle, seconded by Commissioner Hodges, made a motion to enter Closed Session pursuant to G.S. § 143-318.11(a)(1) to discuss personnel matters.

VOTE: Aye – 5
Nay – 0

At 7:33 P.M., Chairman Eggers, seconded by Vice-Chairman Castle, moved to return to Open Session.

VOTE: Aye – 5
Nay – 0

15. POSSIBLE ACTION AFTER CLOSED SESSION

No action was taken.

16. ADJOURN

At 7:34 PM, Chairman Eggers, seconded by Vice-Chairman Castle, moved to adjourn the meeting.

VOTE: Aye – 5
Nay – 0

Braxton Eggers, Chairman

ATTEST: Katie Hancock, Clerk to the Board

AGENDA ITEM 3:

APPROVAL OF THE OCTOBER 7, 2025, AGENDA

AGENDA ITEM 4:

PUBLIC COMMENT

MANAGER'S COMMENTS:

Public Comment is scheduled for up to one hour, depending on the number of speakers.

AGENDA ITEM 5:

ISAIAH 117 HOUSE PROGRAM PRESENTATION

MANAGER’S COMMENTS:

Julie Dixon, Multi-State Director for the Isaiah 117 House, will provide an overview of the nonprofit organization, which partners with child welfare agencies to support children entering foster care. In 2024, the organization operated 29 homes in 12 states with more than 6,000 volunteers, serving over 4,000 children directly and assisting thousands more through resources such as car seats and beds.

This item is presented for informational purposes only; therefore, no action is required by the Board.

Isaiah 117

changing the way foster care begins

When children are removed from their homes out of concern for their welfare, they are usually brought to the child welfare services office to await placement with a foster family. This wait can be several hours to several days. These children often have nothing with them and are scared, lonely, hungry, dirty and in desperate need of love and support.



Isaiah 117 House provides a comforting home where these children instead can be brought to wait – a place that is safe with friendly and loving volunteers who provide clean clothes, smiles, toys, and snuggly blankets. This space allows children to receive the comfort and care they need while child welfare staff can do the necessary paperwork and identify a good foster placement.

The mission of Isaiah 117 House is threefold:

- reduce trauma for children entering the foster system
- lighten the load for child welfare services
- ease the transition for foster families

In addition to these main focus areas, our homes also provide a private visitation space for birth families to have supervised visits with their children in state's custody. We believe this space allows for more effective visits and improves the chances of family reunification.

For more information, please visit www.isaiah117house.com



Isaiah 117 House

info@isaiah117house.com :: 423.518.3760 :: facebook.com/isaiah117house





Isaiah[®]117

changing the way foster care begins...**everywhere.**

Annual Report 2024

learn to do good;
seek justice,
correct oppression;
defend the fatherless,
plead for the widow

Isaiah 1:17 RSV

Our Purpose

At Isaiah 117 House, we seek to provide physical and emotional support in a safe and loving home for children awaiting placement.

Our Mission

- Reduce trauma for children awaiting placement
- Lighten the load for child welfare staff
- Ease the transition for foster families

Our Vision

To change the way foster care begins, everywhere.



In **2024**, Isaiah 117 House had
29 open homes in **12 states**
staffed primarily by over **6,000** volunteers
who shared over **110,000 hours** and
served **4,058 Red Door Guests**. In
addition, we provided resources for **3,217**
children outside our homes and provided
foster families with **232 car seats** and
145 beds, reminding every child,
every case worker, and every foster parent...
love, you're not alone!



A teenage boy entered our home, quiet yet polite, as we began talking with him about the things he needed. We went through the essentials together—clothes, toiletries, and a backpack to carry them - but we wanted to make sure he felt truly settled. As we packed his new items, we asked, “Is there anything else you need? Something we might have missed?”

He hesitated for a moment, then shyly said, “Well, it’s not really a need. It’s more of something I want.” We encouraged him, “Tell us what it is. If we can make it happen, we will.” With a shy smile, he confessed, “I love to read. I’ve always wanted the Percy Jackson book series.” We checked our shelves, but we didn’t have those books on hand. Still, we knew this was a request we could fulfill. One of our volunteers immediately made a trip to the bookstore, determined to find the series our guest had been dreaming of.

When they returned and handed him the set of books, his eyes widened in disbelief. He looked at the books, then back at us, and asked, “But this is brand new... Are you sure it’s mine?” We smiled and reassured him, “Yes, it’s brand new, and it’s all yours.” The words had barely left our mouths before his face lit up with a huge smile. A stream of thank-you’s followed, his excitement bubbling over as he held the books close.

These are the moments that remind us why we do what we do. To lavishly love on each child that walks through our doors, meeting not just their needs, but their dreams, and showing them that they are worthy of every good thing.

– Isaiah 117 House Staff

Open Homes

In 2024, we had 29 open homes and welcomed a total of 4,058 children through our red doors.



Carter/Johnson/Unicoi County, TN – 76 Red Door Guests



Washington County, TN – 124 Red Door Guests



Greene County, TN – 118 Red Door Guests



Vanderburgh County, IN – 433 Red Door Guests



Sullivan County, TN – 111 Red Door Guests



Bradley/Polk County, TN – 162 Red Door Guests

Open Homes



Cocke County, TN – 110 Red Door Guests



Sevier County, TN – 106 Red Door Guests



Blount County, TN – 151 Red Door Guests



Coffee/Franklin/Grundy County, TN – 129 Red Door Guests



Knox County, IN – 107 Red Door Guests



Jefferson, TN – 152 Red Door Guests



Monroe/McMinn, TN – 182 Red Door Guests



Rutherford, TN – 316 Red Door Guests

Open Homes



Dallas, TX – 326 Red Door Guests



Hamblen, TN – 158 Red Door Guests



Lynchburg, VA – 63 Red Door Guests



Marion, IN – 305 Red Door Guests



Boone, IN – 60 Red Door Guests



Hamilton County, TN – 140 Red Door Guests



Robertson, TN – 127 Red Door Guests



Knox, TN – 260 Red Door Guests

Open Homes



McLennan, TX – 84 Red Door Guests

Opened June 2024



Duval, FL – 144 Red Door Guests

Opened June 2024



Baker, FL – 46 Red Door Guests

Opened June 2024



Anderson, TN – 47 Red Door Guests

Opened July 2024



Union, GA – 5 Red Door Guests

Opened September 2024



Davidson, TN – 4 Red Door Guests

Opened October 2024



Gibson/Crockett/Dyer, TN – 12 Red Door Guests

Opened December 2024



Birthdays are our jam at Isaiah 117 House. We celebrate our kiddos BIG! So, when our 17-year-old girl shared that she had not had a birthday of her own since she was 11 years old, we immediately understood the assignment. Our staff and volunteers quickly hustled to pull off the birthday of all birthdays. After all, we needed to pack about 6 in 1 epic party! Although we are all from different walks of life, we shopped for what we felt were perfectly curated items for our girl. And God, as He does, added the icing on top.

After finishing our New Orleans seafood boil (her fav!) and cake of course, she eagerly started opening her gifts one by one. Tearing through each one she could not believe how we hit it out of the park. We had a volunteer that really connected with her over the course of her stay, and she had brought just one more gift. Our girl excitedly pulled the tissue back to reveal a tiara and then immediately started

to cry. "I do not know how you would ever know this, but my mother used to get me a tiara just like this every single birthday until I was 10 years old." We replied, "we may not have known, but God did.". That was a day no one on our beautiful porch will ever forget. And neither will she.

– Isaiah 117 House Staff



So many times, throughout the past few years I have had many people ask me “why would the Isaiah House not take used clothing”? And I have always responded with the answer I was given when I first asked, “Because these kids very rarely have had something that was new that had only belonged to them.” I was always “only satisfied” with this answer, until a recent experience I had volunteering at the house.

I received the call at 6:00 that a family of 4 kiddos would be coming to the house, and volunteers were needed to greet and love them, until placement was found. At 7:30 I was there to pack bags and prepare to share as much love as I could. Once they got there, I was instantly handed one of the baby boys, asleep, and in desperate need of a bath and dinner. So, we bathed and fed and put them to bed. What I wasn’t prepared for was the next morning, when I was getting the other young boy dressed and ready to go outside and play. The night before we had to throw away his shoes because they were in such bad

shape, so when he adamantly asked where his shoes were I grew sad to have to tell him we threw them away. So instead, I redirected him and went to show him his NEW shoes and, lucky enough THOSE were the shoes he was searching for, that he got to pick out himself the night before... when I went to cut the tag off, he pulled his foot away. So, I tried again, same thing, he pulled his foot away. He told me he wanted to keep his tag on so that everyone would know he finally had new shoes.

That was the moment the answer I received was more than a “just because” answer. That was the moment I felt in my heart why these kids get new shoes with the tags on them and why they receive every ounce of love I can give them in the less than 24 hours I will get with them. That moment was 100% the reason I will forever support the Isaiah 117 House mission.

– Isaiah 117 House Volunteer

In **2024** we celebrated...

11 groundbreakings

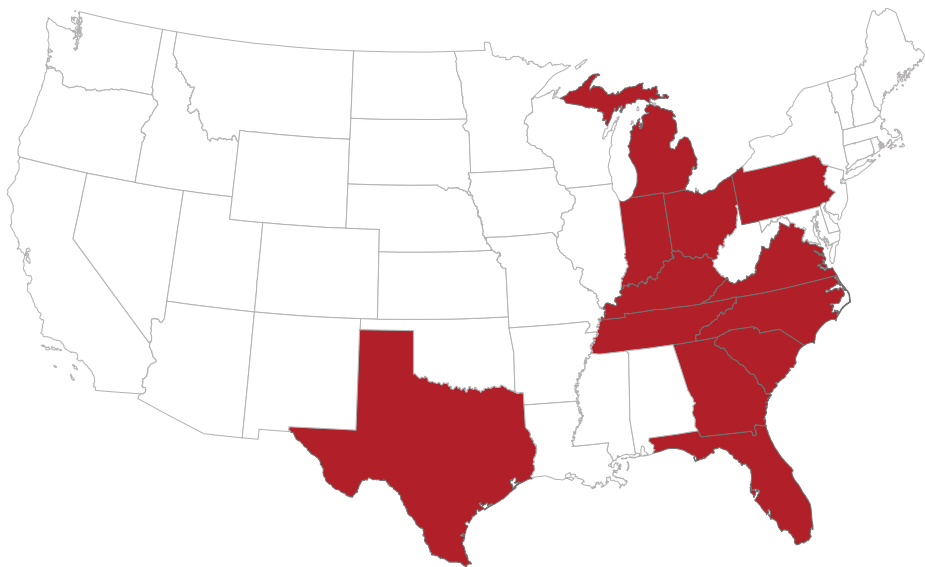
8 new locations

7 ribbon cuttings

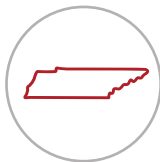


Isaiah**117**

Expansion



56 total locations across 12 states



Tennessee



Indiana



Texas



Florida



Virginia



Ohio



South Carolina



Georgia



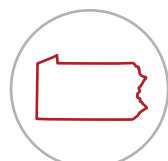
Kentucky



Michigan



North Carolina



Pennsylvania



Financial Summary

Income

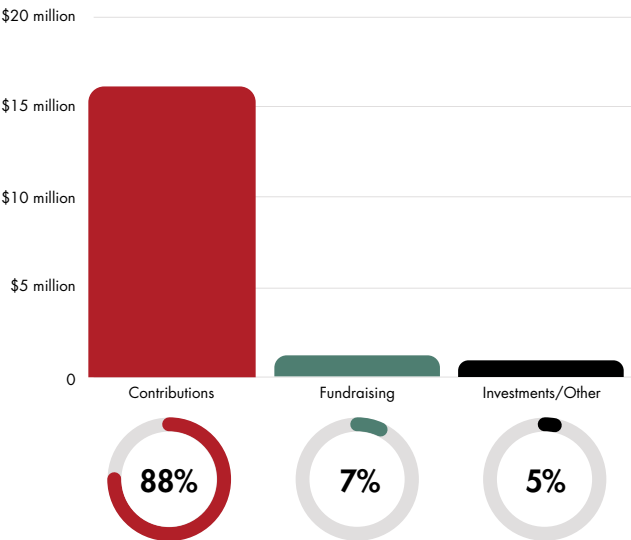
| | |
|-----------------------------------|---------------------|
| Contributions and donations | \$16,085,746 |
| Fundraising and events | \$1,201,438 |
| Investments | \$566,213 |
| Other income | \$400,465 |
| Total income | \$18,253,862 |

Expenses

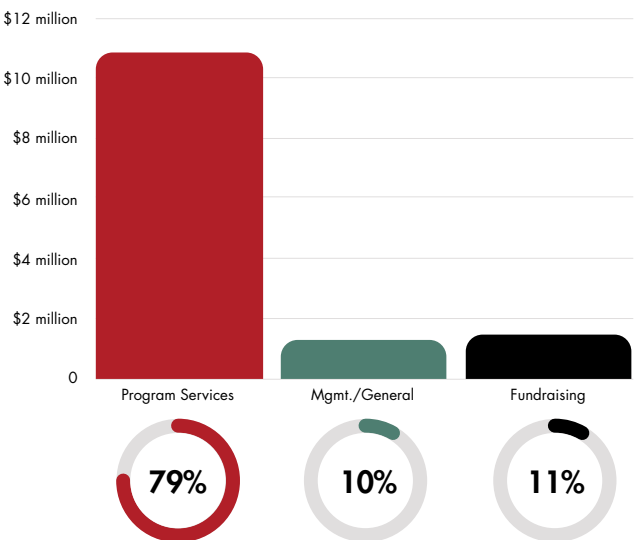
| | |
|------------------------------|---------------------|
| Program services | \$10,845,708 |
| Management and general | \$1,286,457 |
| Fundraising | \$1,438,968 |
| Total expenses | \$13,571,133 |

2024 net income \$4,682,729

Income



Expenses



Assets

| | |
|---------------------------------|---------------------|
| Current assets | \$10,591,355 |
| Fixed assets and property | \$16,429,936 |
| Investments..... | \$5,165,315 |
| Other assets | \$18,863 |
| Total assets | \$32,205,469 |

Liabilities

Total liabilities \$341,595

Net assets

| | |
|---|----------------------|
| Donor restricted net assets | \$14,186,782 |
| Unrestricted net assets | \$12,994,363 |
| Net income | \$4,682,729 |
| Total net assets | \$ 31,863,874 |
| Total net assets and liabilities | \$32,205,469 |



We got a call late in the evening about a new removal, so we prepared the house and got ready to welcome him in! He walked through the door serious and stoic, a teenage boy who was about to age out of foster care. A teenage boy who was ready to fight or flee. Prepared for the worst. Hardened by trauma and loss. We introduced ourselves and showed him around the house, he shook his head, saying nothing, and looking unimpressed. At the end of the tour, we landed on the back porch. We showed him the basketball court and the giant Jenga set. He spoke and said "You all have a really nice house. I feel safe here. I haven't felt that in a long time." It hit everyone on that back porch like a ton of bricks. That unsafe feeling cut off with a "do you all want to play some basketball?"

We played basketball until the stars came out, exchanging competitive taunts, funny jokes, and mocking impressions of the losing team's embarrassing fails. We played Jenga, watched Sister Act 2, and relaxed! We watched as his walls came down and listened as he shared more about himself. We got to see him feel safe! That's what the house does, it makes every guest who walks through the door feel safe. It gives space for baggage to be put down for a moment, time to breathe, and respite for the soul. This teenage boy was finally allowed to be just that, a teenage boy.

— Isaiah 117 House Staff



AGENDA ITEM 6:

DISSOLUTION OF THE WATAUGA COUNTY FIRE COMMISSION

MANAGER'S COMMENTS:

Steve Marks, Chair of the Watauga County Fire Commission, will present a proposal to dissolve the existing commission. The commission's functions are largely redundant, as the County maintains individual service contracts with each fire department, and compliance is monitored through the ISO rating system and annual inspections by the County Fire Marshal's Office.

In its place, the Watauga County Fire Chiefs' Council, together with the Firefighters' Association, will provide a collaborative forum to support and enhance fire protection. Fire chiefs will be present at the meeting to answer any questions.

Board action is requested to rescind the Resolution establishing the Watauga County Fire Commission and establish the Watauga County Fire Chiefs Council which will work in conjunction with the Firefighters' Association.

Mr. Braxton Eggers, Chairman
Watauga County Board of Commissioners
814 West King Street, Suite 205
Boone, North Carolina 28607

September 25, 2025

Re: Proposal to Dissolve Fire Commission

Chairman Eggers:

On behalf of the Fire Commission, we wish to propose dissolving the existing Watauga County Fire Commission. The need for such a body no longer exists as the County maintains individual service contracts with each fire department. Additionally, fire department compliance exists with the Insurance Service Office (ISO) rating system in place through the North Carolina Office of the State Fire Marshal (OSFM). Furthermore, staff from the Watauga County Fire Marshal's Office performs annual inspections of each fire department to ensure that an acceptable standard is being maintained.

To serve in place of the Fire Commission, we have formed the Watauga County Fire Chief's Council. This body of county fire chiefs, along with the Watauga County Firefighter's Association, will continue to work collaboratively together and with Watauga County to enhance fire protection throughout our communities. We meet monthly and respectfully request a member of the Board of Commissioners to attend these meetings as they have done in the past.

There will be a number of fire chiefs in attendance at the next Board of Commissioners meeting to address any questions or concerns that you may have. Thank you for your consideration on this matter.

Respectfully,

Steve Marks

Steve Marks, Chair
Watauga County Fire Commission

AGENDA ITEM 7:

FISCAL AGENT AND GRANT MATCH REQUEST FOR WATAUGA COOPERATIVE EXTENSION

MANAGER'S COMMENTS:

Kendra Phipps, Livestock Extension Agent with the NC Cooperative Extension, will present a request for Watauga County to serve as fiscal agent and provide the required 15% match for an NC Agricultural Development Grant. The grant would fund shared-use agricultural equipment, including a rock windrower and picker, fence stapler, T-post driver, and fencing wire unrollers, to help local producers recover from Hurricane Helene's impact on hay fields and infrastructure. The county's match would include \$2,500 in-kind through personnel/administrative support and \$3,500 monetary contribution. Equipment would be stored with existing shared-use items at the Ag Services office.

Board action is requested for Watauga County to serve as fiscal agent and provide the \$3,500 match if the grant is awarded.

Fiscal Agent and Grant Match Request for Watauga Cooperative Extension/Watauga County

Agricultural recovery following Helene continues to bring new challenges, even a year later. Many producers in the county report being unable to harvest once-productive hay fields due to flooding debris. Progress on infrastructure rebuilding and repair—such as the replacement of permanent fencing—has also been slower than needed. Several factors contribute to these delays, with the most evident being that many producers also work off the farm. Time has long been the most limited resource for Watauga County producers, and the ongoing recovery has intensified this constraint. Producers have communicated to Watauga County Agricultural Services Employees that shared use equipment has potential to alleviate some recovery bottlenecks. Specific shared equipment requests include: a rock windrower and picker, battery operated fence stapler, gas powered t-post driver, hydraulic wood post driver, and fencing wire unrollers.

Proposed action:

Watauga Cooperative Extension has submitted an intent apply for a NC Agricultural Development and Farmland Preservation Trust Fund Agricultural Development Grant. This grant requires a 15% match with county funds by tier two or three counties that have prepared a farmland preservation program. This match can be in-kind, monetary, or a combination of the two.

We have received preliminary estimates on new rock pickers ranging from \$35,000 to \$40,000. These estimates are not based on government contract rates, so it is likely they will decrease if the grant is awarded and moves into the next phase. The grant also allows for purchase of used equipment, which would lower the cost. Based on this information, we propose that Watauga Cooperative Extension pursue ADFP funding in the amount of \$40,000 with Watauga County providing a \$2,500 in-kind match by way of personnel and administrative costs and a \$3,500 monetary match towards the equipment purchase, therefore satisfying the program's 15% match requirement.

Additional Background:

Watauga County Ag Services owns and manages several pieces of shared use equipment for the agricultural community, including a mobile poultry processing unit, corral panels, portable cattle squeeze chute/headgate, and no-till seed drill, among other items. Shared use equipment is stored primarily in the county's impound lot behind the ag services office. Proposed equipment would be stored in this area as well.



N.C. Department of Agriculture & Consumer Services
N.C. ADFP Trust Fund
Requests for Proposal Guidelines for Agricultural Development Projects



Overview

Purpose

According to the American Farmland Trust, North Carolina is the second-most threatened state for farmland loss in the United States. According to a 2020 American Farmland Trust study, 732,000 acres of agricultural land in North Carolina were converted from 2001 to 2016. This conversion was the second-most of all the states in the country. In an American Farmland Trust study from 2022, North Carolina was projected to lose the second-most acres of farmland in the United States by the year 2040.

Addressing this critical loss of farmland requires innovative projects that strengthen farming communities. The NC Agricultural Development and Farmland Preservation (ADFP) Trust Fund advances this mission by using competitive grants to promote profitable and sustainable family farms through assistance to farmers in developing and implementing plans to produce food, fiber, and value-added products, agritourism activities, marketing and sales of agricultural products produced on the farm, and other agriculturally related business activities. The Agricultural Development Projects application process is how the ADFP Trust Fund evaluates a diverse set of farmer-focused enterprise programs, ranking them by priority in alignment with its mission.

Examples of Agricultural Development Projects include:

- Marketing plans and marketing studies
- Livestock facilities
- Farmers markets
- Shared-use equipment and low-cost rentals
- Slaughter and meat-processing facilities
- Processing and value-added facilities
- Vocational-agricultural education and outreach
- Farm-to-table, local foods, and agritourism initiatives
- Training and certification programs for farmers
- Pilot programs for farmland preservation, cost-effective on-farm practices, new products or markets, or improved yield and productivity
- Agricultural economic development studies and programs
- On-farm and value-added studies to increase yields, profitability, or sustainability
- Alternative fuels and sustainable energy for farming practices
- Climate-resilient farming practices, pilot programs, and demonstrations

For additional resources, go to
<https://www.ncagr.gov/divisions/farmland-preservation/applicants>

Eligibility

- All applicants must be nonprofit conservation organizations or county governments. (G.S.106-744)
 - Farmers, landowners, and others interested in applying must partner with a nonprofit conservation organization or county government to participate in an ADFP Trust Fund grant proposal.
- Agricultural Development Projects are limited to public or public-private enterprise programs that will promote profitable and sustainable family farms through assistance to farmers in developing and implementing plans to produce food, fiber, and value-added products, agritourism activities, marketing and sales of agricultural products produced on the farm, and other agriculturally related business activities. ***No grants that will provide an individual benefit will be allowed.***
- Each organization or agency may submit an unlimited number of proposals per funding cycle, regardless of category (perpetual easements, term easements, agricultural development projects, agricultural plans, agricultural growth zones, additional easement purchase funds).
- Contract awards are based on funding availability.
 - If total grant requests exceed the funding allocation for the grant cycle, the ADFP Trust Fund will fund a maximum of four (4) applications per category (perpetual easements, term easements, agricultural development projects, agricultural plans, agricultural growth zones, additional easement purchase funds) per applicant.
 - Applications for donated easement proposals requesting only transaction cost assistance are not considered in this contract limit.
 - If the funding allocation for the grant cycle is greater than the total grant requests, the contract maximum per applicant is waived for the grant cycle.
- Current grantees are subject to the Grantee Risk Assessment Guide. High-risk grantees will have the review of proposed grant requests discontinued, and no grant contract may be offered.

Application Format and Documentation Requirements

Application Summary

The Agricultural Development Projects application is a narrative-driven proposal in which applicants identify specific local needs and demonstrate how their project builds upon existing efforts to engage farming communities and address those identified needs.

Application Structure

The ADFP Trust Fund staff reviews each application. The Agricultural Development Projects review process consists of two parts, each with its own deadline.

Once a form is submitted, it cannot be edited or resubmitted. Late submissions, or failure to complete either part by its deadline, may result in the application being deemed ineligible.

After all parts of the application have been received in full, the applicant will be contacted to schedule an interview.

Part 1: Intent to Apply

- Opens: First Business Day of August
- Closes: Last Business Day of August

- Purpose: This short form confirms basic programmatic eligibility as well as mission alignment.

Part 2: Eligibility, Background, and Purpose

- Opens: Second Monday of September
- Closes: Last Monday before Christmas
- Purpose: This form captures details on the strategy, planning, and budget behind the proposed project.

Scoring

Agricultural Development Projects scoring is derived from three components: the application, the budget, and the interview. The paneled interview portion of the application process is an opportunity for reviewers to gather additional information related to the project and verify mission alignment.

Each eligible application must complete the interview process to be considered for a grant award.

After scores are finalized, the Commissioner of Agriculture, in consultation with the ADFP Trust Fund Advisory Committee, determines which applicants will receive ADFP Trust Fund grants.

Budget

Grant Amount Requests

The maximum grant request per agricultural development project application is capped at \$500,000.

Agricultural Development Project Budget Instructions

The budget portion of the application is 100 points of the Agricultural Project application's total score. Points are awarded as a percentage of the match provided. For example, a project requesting \$250,000 with a match of \$100,000 will receive 40 points. This portion of the application is capped at 100 points.

In the event no match is required by a county government applicant, the applicant can still provide matching funds. The applicant will only be awarded points in this portion of the application if they provide secured matching funds.

ADFP Trust Fund Grant Request Budget

- This section is where the applicant enters the requested ADFP Trust Fund grant funds for each eligible line item.
- For the Equipment line item, individual items must cost \$5,000 or more.
- For the Special Program Supplies line item, items may include specialized supplies or equipment designed to implement the project, including equipment less than \$5,000.
- Site development and construction line items are eligible for development projects only.
- Select the line items for which there are grant fund requests.
- **Please complete a Project Budget Worksheet for each project application. This worksheet is found in the Agricultural Development Project section of the ADFP Trust Fund website.**
- For an explanation of each budget line item category, see the section titled "Budget Line Item Categories" on page 3.

Minimum Matching Funds Information

- In accordance with N.C.G.S. 106-744, there are match requirements for eligible ADFP Trust Fund applicants:
 - “To a private nonprofit conservation organization that matches thirty percent (30%) of the Trust Fund monies it receives with funds from sources other than the Trust Fund.”
 - “A county that is a development tier two or three county, as these tiers are defined in G.S. 143B-437.08, and that has prepared a countywide farmland protection plan shall match fifteen percent (15%) of the Trust Fund monies it receives with county funds. A county that has not prepared a countywide farmland protection plan shall match thirty percent (30%) of the Trust Fund monies it receives with county funds. A county that is a development tier one county, as defined in G.S. 143B-437.08, and that has prepared a countywide farmland protection plan shall not be required to match any of the Trust Fund monies it receives with county funds.”
- For private nonprofit conservation organizations, select “Private Nonprofit Conservation Organization” from the list.
- For a county, select your county from the list.
 - *The calculation will determine the minimum required match figure based on the match percentage and the total amount of grant funds requested from the ADFP Trust Fund. At this time, match percentages will be listed on the ADFP Trust Fund website; however, this information will be updated before the application goes live.*

Matching Funds Budget and Narratives

- This section will include all sources of matching funds from cash and in-kind sources.
- Cash match is a cash purchase for the project that is not reimbursed by the ADFP Trust Fund.
- In-kind match is a non-cash donation made to the project.
- There is an upload section to add Matching Funds Narratives and any secured funding documents. This budget section should include secured (committed in writing) and unsecured matching funds. Each line item should be a total of secured and unsecured funds. The “Total Matching Funds Budget” column on the “Project Budget Worksheet” can be used to determine inputs in this section.
- Each source of secured matching funds must have a letter of commitment from the matching fund’s source.
- Letters of commitment must have the following information:
 - Name of Source of Matching Funds Entity (agency or organization)
 - Contact Name and Information for Matching Funds Entity
 - Dollar Amount/Value of Match
 - Identification of Match as a Cash or In-Kind Source
 - Brief Description of Match
 - Signature of Authorized Matching Funds Source Contact
- *All match that does not have a signed letter of commitment uploaded in the appropriate matching funds narrative section will be considered unsecured.*
- If no match is available for a line item, enter “0” in the field.

Match Requirements

- Documentation of match will be required in the reporting process.

- Public funds from the State of North Carolina will not be considered for any match requirements.
- Statutory match requirements must be expended during the grant contract period. Match expended before the execution of the grant contract will not be considered.
- For ADFP Trust Fund general appropriations grants:
 - Nonprofit conservation organizations must match a minimum of **30%** of ADFP Trust Fund monies received. These monies must be from sources other than the ADFP Trust Fund or the State of North Carolina.
 - A Tier Two or Tier Three Enterprise County (as defined in G.S. 143B-437.08)
 - **With** an NCDA&CS-approved County Farmland Protection Plan (G.S. 106-744(e)), the county must match a minimum of **15%** of ADFP Trust Fund monies received. (G.S. 106-744(c2)) These monies must be from sources other than the ADFP Trust Fund or the State of North Carolina.
 - **Without** an NCDA&CS-approved County Farmland Protection Plan (G.S. 106-744(e)), the county must match a minimum of **30%** of ADFP Trust Fund monies received. (G.S. 106-744(c2)) These monies must be from sources other than the ADFP Trust Fund or the State of North Carolina.
 - A Tier One Enterprise County (as defined in G.S. 143B-437.08)
 - **With** an NCDA&CS-approved County Farmland Protection Plan (G.S. 106-744(e)), it is **not required** to acquire matching funds. (G.S. 106-744(c2))
 - **Without** an NCDA&CS-approved County Farmland Protection Plan (G.S. 106-744(e)), the county must match a minimum of **30%** of ADFP Trust Fund monies received. (G.S. 106-744(c2)) These monies must be from sources other than the ADFP Trust Fund or the State of North Carolina.
 - Note: List of tiers is available on the application website.
 - Grant requests with more secured match will result in higher scores in the budget category.

After entering each line of matching funds, click the checkbox to calculate your total matching funds. **This total must match what is entered on the Project Budget Worksheet.**

An example of matching funds using the Project Budget Worksheet is below:

- If the entity is providing matching funds in the form of technical assistance for GAP Certification, that will be included on the “Consultant and Specialized Services” line item. This match is considered in-kind.
- If the entity receives funding from a different organization to purchase hand-washing stations at \$500 each, that will be included on the “Special Program Supplies” line item. This match is considered cash.

Budget Line Item Categories

- **Equipment:** This refers to any equipment used to implement the project that costs \$5,000 or more.
- **Travel:** Applicable state rates apply. View <https://www.osbm.nc.gov/budget/budget-manual#5-travel-policies> for more information.
- **Special Program Supplies:** This refers to specialized supplies or equipment designed to implement the project, including equipment less than \$5,000.

- **Consultant and Specialized Services:** This refers to the contracting of consultants or other workers who have highly specialized skills. **This does not include general laborers, general office, or clerical work.**
- **Personnel and Administrative:** This refers to general laborers, general office, or clerical work provided as match by matching funds source.
- **Office Supplies:** This refers to general office supplies that will be used exclusively for the implementation of the project.
- **Printing and Binding:** This refers to printing and binding services and supplies that will be used to as an output of the project.
- **Promotional Materials:** This refers to general types of self-advertisement of the project. May include flyers, banners, posters, signs, or electronic promotional materials.
- **Site Development:** For development projects only. This refers to applications, permits, fees, environmental site assessments, environmental audit, soil evaluation, sample collection, field measurements, water and air quality, well and septic tank siting, or consideration for the layout of a surface irrigation system.
- **Construction:** For development projects only. This refers to construction costs, including water well, septic tank, electrical, or plumbing.
- **Workshops and Conferences:** A conference is defined as a meeting, seminar, symposium, workshop, or event whose primary purpose is the dissemination of technical information and is necessary and reasonable for successful performance under the grant award. Allowable conference costs may include rental of facilities, costs of meals and refreshments, and other rental costs.

Non-allowable Costs

- Personnel/Administrative Services
- Appraisals
- Alcoholic beverages
- Bad debts
- Contingency provisions
- Contributions and donations
- Entertainment costs
- Fines, penalties, damages, and other settlements
- Fundraising and investment management costs
- General costs of government
- Goods or services for personal use
- Lobbying
- Losses on other awards or contracts
- Organization costs
- Selling and marketing costs
- Student activity costs
- Telecommunication costs

Expenditures of State financial assistance by any recipient or sub-recipient shall be in accordance with the cost principles outlined in the Code of Federal Regulations, 2 CFR, Part 200. Please see <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> for more information.

If there are questions about allowable costs or match, please email Allison Rodriguez at Allison.rodriguez@ncagr.gov.

Funding Periods and Extensions

- Sole-funded general appropriation grants awarded during Cycle 19 will expire on **September 30, 2028**.
 - Any request for a contract extension must be submitted **no fewer than 60 days** prior to the contract's expiration date to be considered for approval.
- For more information on application deadlines, documentation requirements, conservation easement prescreens, and scoring criteria, please visit:
<https://www.ncagr.gov/divisions/farmland-preservation/applicants>

Required Outputs

The following are the requirements for a grant awarded through the Agricultural Development Project application. Outputs are sorted by project category.

- For marketing plans, market studies, and feasibility studies, the Grantee shall provide a report with the marketing plan with an economic impact report, or market, supply, demand, financial, environmental impact report, and other applicable analyses, including an overall recommendation for future action.
- For pilot programs, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information, including an overall recommendation for future action.
- For training, demonstrations, certification, professional education, and vocational-agricultural education programs, the Grantee shall provide a report with program activities, number of participants, participant demographic information, geographic regions served, and other applicable information, including an overall recommendation for future action.
- For shared-use equipment and low-cost equipment rentals, the Grantee shall provide a report with equipment model numbers, serial numbers, storage locations, rental agreements, maintenance schedules, and other applicable information. The Grantee must complete the Owner/Maintenance Agreement in this attachment.
- For livestock facilities and farmers markets, the Grantee shall provide conceptual drawings, blueprints, project reports, equipment model numbers, serial numbers, rental fees, and other applicable information. If purchasing equipment, the Grantee must complete the Owner/Maintenance Agreement in this attachment.
- For slaughter and meat-processing facilities and processing and value-added facilities, the Grantee shall provide conceptual drawings, blueprints, project reports, equipment model numbers, serial numbers, rental fees, and other applicable information. If purchasing equipment, the Grantee must complete the Owner/Maintenance Agreement in this attachment. For public-private partnerships, a final report must be submitted that includes information on how the services increased yields, profitability, and/or sustainability of farmers and agribusinesses.
- For farm-to-table, local foods, and agritourism initiatives, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information, or an economic impact report, or market, supply, demand, financial, environmental impact report, and other applicable analyses. These reports shall include an overall recommendation for future action.
- For agricultural economic development studies and programs, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information, including an overall recommendation for future action. For public-private partnerships, a final report must be submitted that includes information on how the services increased yields, profitability, and/or sustainability of farmers and agribusinesses.
- For agricultural economic development studies and programs, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information, including an overall recommendation for future action. For public-

private partnerships, a final report must be submitted that includes information on how the services increased yields, profitability, and/or sustainability of farmers and agribusinesses.

- For on-farm and value-added studies, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information, including an overall recommendation for future action.
- For alternative fuels and sustainable energy for farming practices, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information, including an overall recommendation for future action.
- For climate-resilient farming practices, pilot programs, and demonstrations, the Grantee shall provide a report with program activities, cost-benefit analysis, return on investment, or other applicable information. For demonstrations, the Grantee shall provide a report with program activities, number of participants, participant demographic information, geographic regions served, and other applicable information. These reports shall include an overall recommendation for future action.

AGENDA ITEM 8:

ANNUAL COMPREHENSIVE EVALUATION FOR PROJECT ON AGING

MANAGER’S COMMENTS:

Angie Boitnotte, Project on Aging Director, will present the annual comprehensive evaluation of the Project on Aging, as required by the NC Division of Health Service Regulation. The report includes client, service, and revenue statistics, along with a review of agency policies. The Board is asked to approve the following policy updates: addition of “Level III” under Scope of Services and Admission of Clients, and correction of a page reference under Service Records.

Board action is requested to approve the policy changes as presented.



Watauga County Project on Aging

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

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

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

MEMORANDUM

TO: Deron Geouque, County Manager

FROM: Angie Boitnotte, Director

DATE: September 30, 2025

SUBJ: Project on Aging Annual Report

The NC Division of Health Service Regulation requires the Project on Aging to conduct an annual comprehensive evaluation of agency operations and policies which must be presented to the Board of County Commissioners. The attached annual report addresses statistical information as to clients, services, and revenues as required by licensure standards.

An overall policy and administration review was also conducted on the following areas: scope of services offered, arrangements for services with other agencies or individuals, admission and discharge policies, supervision and plan of care, emergency care, service records, personnel qualifications, and program evaluation. Board of Commissioner approval is required for the attached policy changes:

- Scope of Services – added “Level III” to the list of services provided
- Admission of Clients – added “Level III” under Procedure
- Service Records – corrected the page reference under Procedure, #1 (a)10

I plan to be present for discussion and questions.

PROGRAM EVALUATION NCDHSR LICENSURE REQUIREMENTS

As required by the NC Division of Health Service Regulation, the Project on Aging Director must conduct an annual comprehensive evaluation of agency operations and policies. The evaluation shall assure the appropriateness and quality of the agency's services with findings used to verify policy implementation, to identify problems, and to establish problem resolution and policy revision as necessary.

An overall policy and administration review was conducted on the following areas: scope of services offered, arrangements for services with other agencies or individuals, admission and discharge policies, supervision and plan of care, emergency care, service records, personnel qualifications, and program evaluation. The following policy changes were made:

- Scope of Services – added “Level III” to the list of services provided
- Admission of Clients – added “Level III” under Procedure
- Service Records – corrected the page reference under Procedure, #1 (a)10

The attached annual report addresses statistical information regarding: number of clients receiving each service; number of visits or hours for each service; client outcomes; adequacy of staff to meet client needs; numbers and reasons for non-acceptance of clients; and reasons for discharge.

**WATAUGA COUNTY PROJECT ON AGING
FY25 ANNUAL REPORT
JULY 1, 2024 – JUNE 30, 2025**

FY25 Budget

| | |
|-----------------|------------------------|
| Budgeted Amount | \$ 1,924,202 |
| Expenditures | <u>1,533,417</u> (80%) |
| Balance (under) | \$ 390,785 (20%) |

FY25 Revenue

| | | |
|--------------------------------|------------------|-------------------|
| Medicaid | \$ 100,404 | } \$540,203 (35%) |
| DSS Contract | 7,893 | |
| Donations/Fees | 23,117 | |
| HCCBG, State funds, NSIP | 340,751 | |
| ARPA | , 16,559 | |
| State Senior Center Allocation | 14,854 | |
| SHIP Grant | 14,475 | |
| E & D | 19,500 | |
| Town of Boone | 2,650 | |
| Watauga County ¹ | \$ 993,214 (65%) | |
| Total Revenue | \$1,533,417 | |

1 \$40,596 minimum match was required for federal and state grants.

CAP/DA MEDICAID

The Community Alternatives Program for Disabled Adults (CAP/DA and CAP/Choice) provided services to 24 Medicaid clients who were certified as medically eligible to enter a nursing home but who preferred to stay at home. Medicaid funds received are based on billable services to CAP/DA and CAP/Choice clients and are as follows:

| | <u>NUMBER SERVED</u> | <u>AMOUNT BILLED</u> |
|----------------------|----------------------|---|
| Home Delivered Meals | 383 meals | \$ 2,949.10 |
| Case Management | 24 clients | 97,548.75 |
| Mobility Aids | 1 client | <u>1,438.99</u> |
| Total | | \$ 101,936.84 (\$100,403.60 or 98.5% collected) |

D.S.S. CONTRACT

The Project on Aging contracts with the Watauga County Department of Social Services to provide In-Home Aide services to disabled adults between the ages of 18 and 60, who have physical and/or mental disabilities.

358.75 Hours

10 Clients

\$7,892.50

HOME AND COMMUNITY CARE BLOCK GRANT

The Home and Community Care Block Grant consists of Federal Older Americans Act funds, required State match, and additional State legislative allocations. The United States Department of Agriculture reimburses .80 per meal through a program called Nutritional Services Incentive Program (NSIP) for each eligible meal served.

| | |
|-----------------------|------------------|
| In-Home Aide Level I | \$83,738 |
| In-Home Aide Level II | 60,021 |
| Home Delivered Meals | 121,198 |
| Congregate Meals | 49,830 |
| NSIP | 19,964 |
| Transportation | 6,000 |
| Total | \$340,751 |

American Rescue Plan Act (ARPA)

The American Rescue Plan Act provided funding for supportive and access services, caregiver support and senior nutrition programs to assist in responding to the COVID pandemic. These funds were used for transportation units, a holding/warming cabinet for the kitchen, nutrition program supplies, cleaning and other supplies for the In-Home Aide program, a hot water heater and various other supplies for the centers.

| | |
|---------------------------|-----------------|
| Congregate Meals | 1,452 |
| In-Home Aide Level I & II | 3,022 |
| Senior Center | 2,085 |
| Transportation | <u>10,000</u> |
| Total | \$16,559 |

SERVICES SUMMARY

| DESCRIPTION | UNITS SERVED | # of CLIENTS |
|---------------------------|---------------------|---------------------|
| Congregate Meals | 8,004 | 200 |
| | | |
| Home Delivered Meals | 17,193 | 140 |
| CAP Home Delivered Meals | 383 | 2 |
| | | |
| Transportation | 2,566 | 26 |
| | | |
| In-Home Aide Level I | 3,631 | 109 |
| In-Home Aide Level II | 2,230 | 42 |
| In-Home Aide Level III | 0 | 0 |
| Respite Level I, II & III | 519 | 14 |
| DSS In-Home Aide | 359 | 10 |

(Funding sources – County, HCCBG, E & D, Medicaid, DSS Contract)

UNITS PROVIDED BY FUNDING SOURCE

| SERVICE | HCCBG | ARPA | E & D TRANS | COST SHARE | COUNTY | TOTAL |
|-----------------------|---------------|--------------|------------------------|-------------------|---------------|---------------|
| Congregate Meals | 5,840 | | | 513 | 1,651 | 8,004 |
| Home Delivered Meals* | 11,709 | | | 707 | 4,777 | 17,193 |
| IHA Level I** | 2,922 | | | 123 | 586 | 3,631 |
| IHA Level II | 1,985 | | | 19 | 226 | 2,230 |
| Respite I, II & III | | | | | 519 | 519 |
| Transportation | 466 | 777 | 1,135 | | 188 | 2,566 |
| | | | | | | |
| TOTALS | 22,922 | 777 | 1,135 | 1,362 | 7,947 | 34,143 |
| | 67.14% | 2.28% | 3.32% | 3.99% | 23.27% | |

*HDM –383 CAP Meals; **DSS IHA – 358.75 DSS Units

CLIENT DEMOGRAPHICS

During FY25 more females than males were served through the in-home services programs (In-Home Aide, Home Delivered Meals and CAP); 68% of the clients were female, and 32% of the clients were male. Thirty-eight percent (38%) of the clients were classified as economically needy, while 98% were classified as at-risk or high-risk for being placed in a facility or not being able to remain in their own home. The majority of the clients served were over the age of 75 (70%) while 93% were over the age of 60.

CLIENT OUTCOMES

125 clients receiving in-home services were discontinued in FY25 for the following reasons:

- 40 Services not needed (improved, client request)
- 29 Death
- 14 Placed in a LTC Facility
- 12 Hired Caregiver / Private Home Care / Hospice Care
- 11 Off Over 30+ Days
- 7 Moved out of County
- 6 Displaced due to Hurricane
- 3 Assisted Living
- 3 Alternative Living Arrangements

NON-ACCEPTANCE of CLIENTS

42 individuals were referred for services in FY25 who were not placed on service roles:

CAP – 11

- 9 – DHB did not receive medical records from physician and/or consent from applicant
- 1 – MD Worksheet incomplete; not NF Level of Care
- 1 – Death

In-Home Aide – 31

- 15 Declined services
- 7 Needs met through other services/support
- 3 Deceased
- 3 Not able to Contact
- 2 Nursing Facility / Assisted Living
- 1 Moved

STAFF SUMMARY

The following staff worked in providing In-Home Services during FY25:

- 11 In-Home Aides (turnover with 5)
 - 1 In-Home Aide Supervisor
 - 1 Home Delivered Meals Coordinator
 - 2 Part-Time CAP Case Managers (20 hours/week each)
 - 1 RN (CAP and IHA)

SENIOR CENTER, CONGREGATE NUTRITION, AND TRANSPORTATION

The mission of the Lois E. Harrill Senior Center and the Western Watauga Community Center is to create an environment that encourages independence in older adults and promotes their active participation in all aspects of their lives.

Both centers saw a decline in the number of Congregate participants (-40) when compared to FY24, and a decline on the number of meals served. (-2,554). Transportation services saw an increase of 18% in trips when compared to FY24, while the number of riders decreased (-4).

The SHIIP Coordinator and volunteers continued to assist with enrolling new Medicare clients into prescription drug plans and also helped many seniors apply for extra help, thus lowering the cost of their monthly premiums. During FY25, the SHIIP volunteers and staff assisted 433 Medicare recipients with Medicare questions, prescription drug plans, and supplements.

LOIS E. HARRILL SENIOR CENTER

| | |
|--|-------|
| Congregate Participants | 122 |
| Transportation Participants | 22 |
| Senior Farmers Market Vouchers | 99 |
| ASU Interns, Volunteers, etc. | 4 |
| Center Classes, Activities, and Services | 261 |
| Newsletter | 1,280 |
| Incontinence Products Program | 46 |

WESTERN WATAUGA COMMUNITY CENTER

| | |
|--|-------|
| Congregate Participants | 80 |
| Transportation Participants | 4 |
| ASU Interns, Volunteers, etc. | 32 |
| Center Classes, Activities, and Services | 515 |
| Community Center | 3,200 |

NARRATIVE SUMMARY

The Project on Aging's revenues were more than projected during FY25 while expenditures were less than projected. We also maintained a Medicaid revenue collection rate of 98.5%.

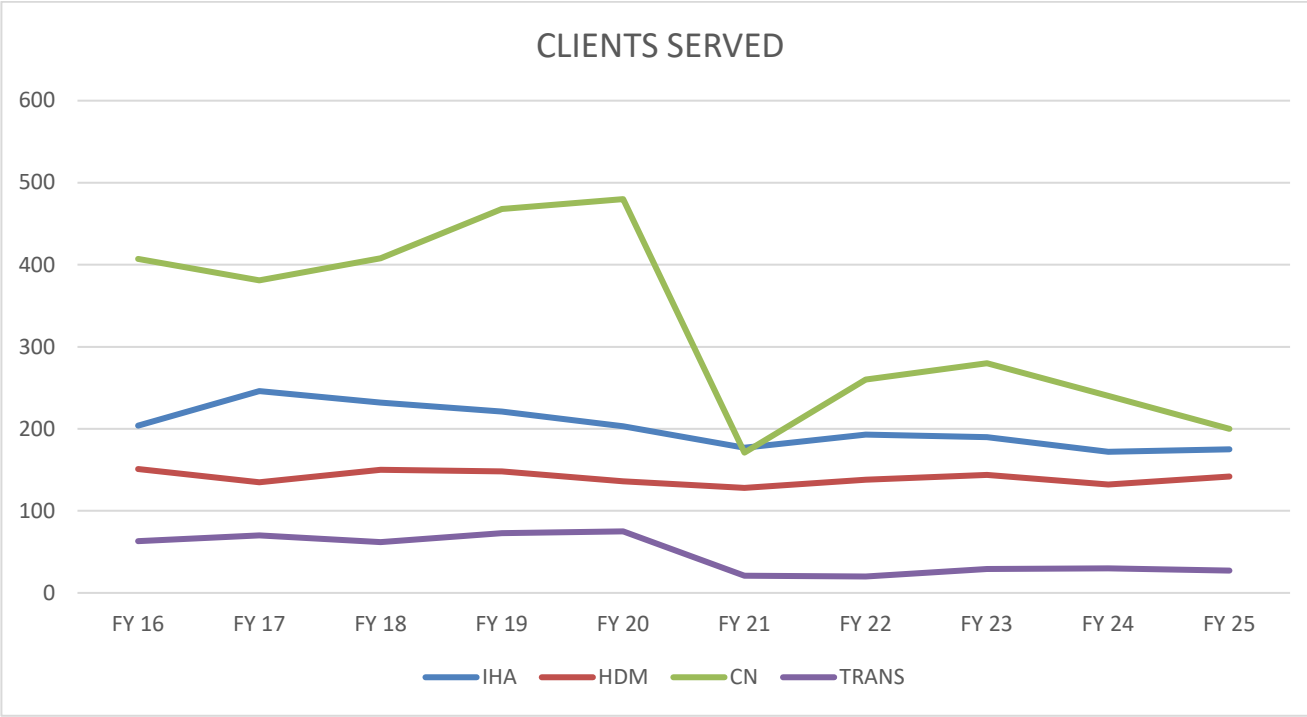
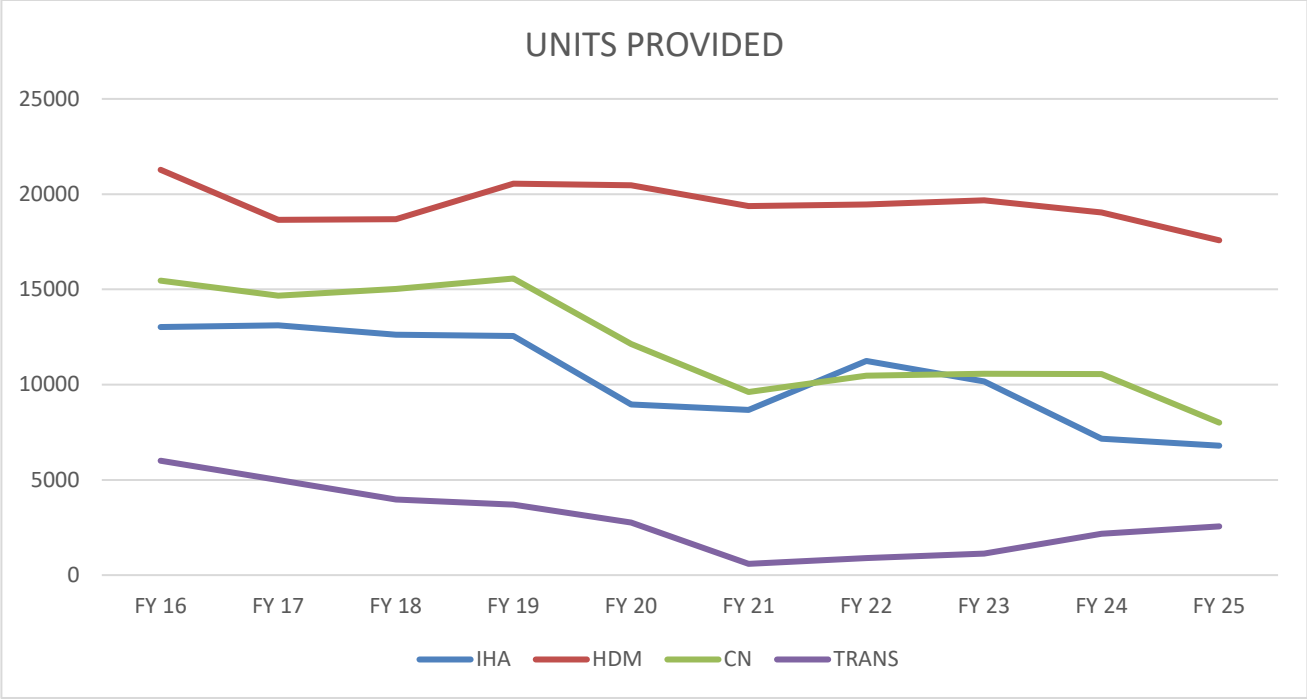
During FY25, the Home Delivered Meals program averaged 85 clients at any given time with an average of 5 on the waiting list. The In-Home Aide program averaged 106 clients with 26 on the waiting list, and 4 on the current client waiting list. The CAP program maintained an average caseload of 22 clients with no waiting list. The Congregate Nutrition Program averaged 110 clients and the Transportation program averaged 15 clients. Neither program maintained a waiting list during FY25.

Nutrition services decreased for Home Delivered Meals and Congregate Nutrition; 17,576 (-1,454) Home Delivered Meals were delivered to 142 (+10) frail adults, while 8,004 (-2,554) Congregate meals were served to 200 (-40) clients. We did not serve meals eight days during FY25 due to Hurricane Helene and 15 days due to inclement weather. Emergency meals were provided to Home Delivered Meals clients to cover those days. Transportation services were delivered above the prior year's level with 2,566 trips (+391) provided to 26 clients (-4).

Services were delivered below the prior year's level for In-Home Aide Services due to a lack of Aides; 6,739 (-427) hours of In-Home Aide Services were delivered to 175 (+3) frail adults. We started FY25 with 5 Aides and ended the year with 6. Over the course of the year, we employed 11 different aides. We are currently budgeted for 8 In-Home Aide positions and have 5 Aides employed. Our waiting list for Aide services was as high as 26 during FY25. Staffing has been and continues to be our biggest challenge in providing In-Home Aide services.

We assisted sixty-nine (69) older or disabled adults through our medical loan closet and utilized more than 129 volunteers in the delivery of services during FY25.

The Project on Aging continues to serve as the focal point for aging services in Watauga County. The agency encourages independence and promotes wellness by providing supportive services to the County's older adults, thereby helping to prevent premature institutionalization. The Project on Aging will continue to focus on providing services to the frailest, oldest, and poorest residents. Currently, by census projection, there are 12,000+ residents in Watauga County over the age of 60. As the at-home population becomes older and frailer with more acute needs for services, the demand for services will continue to increase.



SUBJECT: SCOPE OF SERVICES

POLICY

The Project on Aging provides In-Home Aide Level I, ~~and Level II~~ **and Level III** services to clients in their place of residence.

PURPOSE

1. To provide in-home services in accordance with North Carolina laws and regulations.
2. To provide standards of high quality client care.
3. To promote good professional relationships between all community organizations.
4. To ensure that all Project on Aging staff engage only in those activities which are recognized to constitute approved practice.

PROCEDURE

1. Services defined herein will be offered Monday through Friday from 8:00 a.m. to 5:00 p.m. with the exception of holidays approved by the agency. The Agency does not offer an on-call service. Every effort will be made to deliver service as scheduled. However, staff absence due to annual leave, sick leave, holiday leave, or inclement weather may preclude service on scheduled days. The Agency does not have coverage available in the event of the absence of scheduled workers.
2. The office will be staffed during the hours of 8:00 a.m. to 5:00 p.m. In addition, continuous supervision is available during any hours when In-Home Aides or other allied health personnel are scheduled to provide care to clients in their homes.
3. All services offered by the agency are available throughout the geographical area served by the agency, i.e. Watauga County.
4. The agency serves Watauga County. The agency office is located at 132 Poplar Grove Connector, Suite A, Boone, North Carolina 28607.
5. All services provided by the agency will be in accordance with the North Carolina occupational practice acts, as applicable.

~~3/20~~ **9/25**

SUBJECT: ADMISSION OF CLIENTS

POLICY

Acceptance of clients who are referred to or request in-home services is based on the reasonable expectation that the client's home care needs can be met by the Project on Aging staff in the client's place of residence.

PURPOSE

1. To establish specific admission requirements for acceptance of clients for In-Home Aide services.
2. To assess referrals for appropriateness of admission to Project on Aging services.

PROCEDURE

1. For Level I ~~and II~~, **and III** In-Home Aide clients, the In-Home Aide Supervisor or the Registered Nurse assesses all referrals for appropriateness of admission for In-Home Aide services by considering the following:
 - a. Adequacy and suitability of agency personnel and resources to provide the services required by the client and information on resources available to cover staff absence.
 - a. A reasonable expectation that the client's need for requested services can be met adequately at home by the agency.
 - b. The presence of adequate physical facilities in the client's home for his plan of care.
 - c. The availability or absence of family or substitute family members able and willing to participate in the client's care when necessary to ensure the safety of the client.
 - d. The availability of formal or informal services or support (hired help or agency services)
 - e. The client's home is located in the geographical area served by Watauga County Project on Aging (Watauga County).
2. With the permission of the client, the referral source will be notified when one or more needed and requested services (including assessment) cannot be provided to a specific client within a time frame requested by the referral source and established by agency policy.

ADMISSION OF CLIENTS (Continued)

3. With the permission of the client, services will be coordinated with and referrals made to other appropriate agencies when the agency is unable to respond to a request for service promptly, or to continue to provide service.
4. All clients are accepted for care regardless of color, creed, age, or sex in accordance with Title VI of the Civil Rights Act.

~~3/20~~ 9/25

SUBJECT: SERVICE RECORDS

POLICY

The Project on Aging will maintain a service record for each in-home care client.

PURPOSE

To comply with state laws and regulation regarding the retention of client service records.

PROCEDURE

1. Content of Service Records
 - a. For In-Home Aide clients, the service record shall contain the following information:
 - 1) Identification data such as name, address, telephone number, date of birth, sex, marital status, and the last four digits of their social security number.
 - 2) Names of next of kin or legal guardian.
 - 3) Names of other family members.
 - 4) Sources of referral.
 - 5) Assessment of home environment.
 - 6) An initial assessment by an appropriate professional of the client's functional status in the areas of social, mental, physical health, environmental, economic, activities of daily living, and instrumental activities of daily living.
 - 7) An aide service plan.
 - 8) Identification of problems, the establishment of goals, and proposed interventions.
 - 9) A record of all services provided, directly or by contract, with entries dated and signed by the individual providing the service.
 - 10) A discharge summary which includes an overall summary of services provided by the agency and the date and reason for discharge (see ~~p.42, #6.~~ **p. 38, #7**). When a specific service to a client is terminated and other services continue, there will be documentation of the date and reason for terminating the specific service.
 - 11) Evidence of coordination of services when the client is receiving more than one in-home service.
2. Storage of Service Records
 - a. Original copies of all service records are kept in a secure location on the licensed premises.

SERVICE RECORDS (Continued – Page 2)

- b. No records will be taken from the licensed premises without prior knowledge and consent of the In-Home Aide Supervisor.
 - c. Records removed from the premises must be signed out by the individual removing the record and must be returned within 5 working days.
3. The Project on Aging will assure that all service record information is kept confidential.
- a. Only authorized persons will have access to client records.
 - b. Persons authorized to view client service records are as follows:
 - 1) Project on Aging Administrative Assistants I and II
 - 2) All visiting authorized personnel
 - 3) Project on Aging Governing body or board
 - 4) NC Division of Health Service Regulation representatives
 - 5) Third party payers
 - 6) Attending physician
 - 7) Other individuals hired by the agency
 - c. The agency will follow HIPAA requirements and policies before releasing any or all of the service record to any individual outside the Project on Aging.
 - d. The client or responsible caregiver will be responsible for maintaining confidentiality of any copies of service records in the client's home.
4. Service Record Discharge
- a. When In-home services are terminated for any reason, a discharge summary will be written. This summary will include:
 - 1) The date of and reason for termination.
 - 2) The client's condition on discharge.
 - 3) The types of services provided (specific tasks).
 - 4) A summary of the client's progress or lack of progress.
 - 5) Any instructions given to the client.
 - b. A copy of the discharge summary will be furnished to other health care facilities providing care to the client upon receipt of a written request from the client or his representatives.
5. Retaining of Service Records
- a. Client service records are retained in the Project on Aging office according to state and federal regulations.
 - 1) Records of discharged adult clients will be retained for a period of not less than six (6) years from the date of the most recent discharge of the client.

SERVICE RECORDS (Continued – Page 3)

- 2) Records of discharged minor clients will be retained until three years after the client's eighteenth birthday or for six (6) years from the date of discharge of the client, whichever comes last.
- b. If for any reason the Project on Aging should be dissolved all records will be kept for six (6) years from the date of dissolution. ~~except in the cases of minors. The records of minors will be kept until three years after the client's eighteenth birthday or for six (6) years from the date of dissolution, whichever comes last.~~

3/20 9/25

AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Recommended Contract Award for Employee Medical, Dental, Vision, and Life Insurance

MANAGER'S COMMENTS:

Renewal rates were received for medical and dental insurance benefits. The initial renewal rate received from CIGNA for medical insurance was a 42.3% increase. Further negotiations and analysis of additional claims reduced the increase to 27% without any changes to the current medical plan structure. The medical plan was bid to find the best overall solution and bids were received from Aetna, BlueCross BlueShield, Cigna and United HealthCare. United HealthCare provided a quote with the same medical plan structure without major changes to benefits at a 14.4% increase. Cigna quoted an alternate plan with an increased deductible, and higher coinsurance and out-of-pocket maximums for participants with a 13% increase.

The initial renewal rate received from CIGNA for dental insurance was a 15.5% increase. Further negotiations and analysis of additional claims reduced the increase to 8%.

Community Eye Care (CEC) benefits and premiums remain the same for vision exam coverage, with a minimal 7.5% rate increase for CEC voluntary vision eyewear coverage, including an added benefit to cover the cost of an annual contact lens fitting fee.

Benefits and premiums will remain unchanged with The Standard Insurance Company for basic and voluntary life insurance.

Staff recommends United HealthCare's fully insured plan with performance funding for the County's medical insurance with a 14.4% increase and for the County to fund \$1,000 into each eligible employee's HSA account. Staff further recommends Cigna PPO for dental insurance with an 8% rate increase for the 2026 plan year. Community Eye Care vision insurance is proposed to continue with the current carrier including a slight enhancement to plan benefits with a minimal 7.5% increase in premiums for voluntary vision eyewear coverage. The Standard life insurance benefits are proposed to continue with the current carrier and no changes to plan benefits or premiums.

Adequate funds have been budgeted to cover the renewal rates. Board action is required to approve United HealthCare for medical insurance, \$1,000 to be funded into each eligible employee's HSA account, CIGNA for dental insurance, and Community Eye Care for vision, with the respective increases.



PLAN UPDATE

2026 Renewal



October 7, 2025

2026 Renewal Options

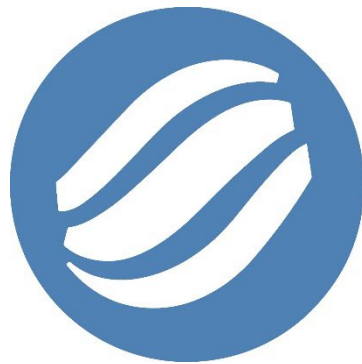


| | | CIGNA 2026 Revised Renewal 3 | | CIGNA 2026 Revised Alternate Plan 1 | | UHC 2026 Proposal Fully Insured + Performance Funding Revised | | BCBSNC 2026 Proposal | |
|---|-----|------------------------------------|-----------------------|---|-----------------------|---|-----------------------|---------------------------------|-----------------------|
| Plan Design | | HSA | | HSA | | HSA | | HSA | |
| | | In-Network | | In-Network | | In-Network | | In-Network | |
| Primary Care Physician | | Deductible/0% | | Deductible/0% | | Deductible/0% | | Deductible/0% | |
| Specialist Physician | | Deductible/0% | | Deductible/0% | | Deductible/0% | | Deductible/0% | |
| Well Baby Care | | 100% | | 100% | | 100% | | 100% | |
| Immunizations/Injections | | 100% | | 70% | | 100% | | 100% | |
| Physical Exams | | 100% | | 100% | | 100% | | 100% | |
| Pap Smears/Mammograms | | 100% | | 70% | | 100% | | 100% | |
| Deductible | | \$2,500 | | \$3,500 | | \$2,500 | | \$2,500 | |
| Deductible - Family Maximum | | \$5,000 | | \$7,000 | | \$5,000 | | \$5,000 | |
| Coinsurance Maximum - Individual | | 100% | | 70% | | 100% | | 100% | |
| Coinsurance Maximum - Family | | 100% | | 70% | | 100% | | 100% | |
| Out of Pocket Maximum - Individual | | \$2,500 | | \$7,000 | | \$2,500 | | \$2,500 | |
| Out of Pocket Maximum - Family | | \$5,000 | | \$14,000 | | \$5,000 | | \$5,000 | |
| In-patient Hospital Services | | Deductible/100% | | Deductible/70% | | Deductible/100% | | Deductible/100% | |
| Out-patient Hospital Services | | Deductible/100% | | Deductible/70% | | Deductible/100% | | Deductible/100% | |
| Urgent Care | | Deductible/100% | | Deductible/70% | | Deductible/100% | | Deductible/100% | |
| Emergency Room | | Deductible/100% | | Deductible/70% | | Deductible/100% | | Deductible/100% | |
| Pharmacy | | Deductible/100% | | Deductible/70% | | Deductible/100% | | Deductible/100% | |
| Lifetime Maximum | | Unlimited | | Unlimited | | Unlimited | | Unlimited | |
| | | | | | | | | | |
| Health Savings Account - County Funded | | \$1,000 | | \$1,000 | | \$1,000 | | \$1,000 | |
| MUST MEET WELLNESS CRITERIA | | | | | | | | | |
| Active Monthly Rates | | | | | | | | | |
| Employee Only | 254 | \$1,206.50 | \$306,451.00 | \$1,073.10 | \$272,567.40 | \$1,086.84 | \$276,057.36 | \$1,178.03 | \$299,219.62 |
| Employee/Spouse | 2 | \$2,620.62 | \$5,241.24 | \$2,330.84 | \$4,661.68 | \$2,360.70 | \$4,721.40 | \$2,558.69 | \$5,117.38 |
| Employee/Child(ren) | 17 | \$1,795.31 | \$30,520.27 | \$1,596.79 | \$27,145.43 | \$1,617.25 | \$27,493.25 | \$1,752.91 | \$29,799.47 |
| Employee/Family | 0 | \$3,704.04 | \$0.00 | \$3,294.47 | \$0.00 | \$3,336.67 | \$0.00 | \$3,616.56 | \$0.00 |
| Monthly Cost | 273 | | \$342,212.51 | | \$304,374.51 | | \$308,272.01 | | \$334,136.47 |
| Annual Cost | | | \$4,132,050.12 | | \$3,677,994.12 | | \$3,724,764.12 | | \$4,035,137.64 |
| Percentage Increase | | | 126.8% | | 112.9% | | 114.3% | | 123.8% |
| | | | | | | Wellness 10K | | 50k Admin Credit for 3 years | |

2026 Renewal Options



| | | Cigna | | Cigna | | Cigna | |
|---|-----|-------------------------------------|-------------|-------------------------------------|-------------|-------------------------------------|-------------|
| | | Passive PPO | | Passive PPO | | Passive PPO | |
| | | Current | | 2026 Renewal | | 2026 Renewal | |
| | | Preventive | | Preventive | | Preventive | |
| Exams | | 100% | | 100% | | 100% | |
| Cleanings | | 100% | | 100% | | 100% | |
| X-Rays | | 100% | | 100% | | 100% | |
| Fluoride Treatment | | 100% | | 100% | | 100% | |
| Space Maintainers | | 100% | | 100% | | 100% | |
| Sealants | | 100% | | 100% | | 100% | |
| | | Basic | | Basic | | Basic | |
| Fillings - Amalgams & Composites | | 80% | | 80% | | 80% | |
| Simple Extractions | | 80% | | 80% | | 80% | |
| Surgical Extractions | | 80% | | 80% | | 80% | |
| Endodontics | | 80% | | 80% | | 80% | |
| Periodontics | | 80% | | 80% | | 80% | |
| Anesthesia | | 80% | | 80% | | 80% | |
| | | Major | | Major | | Major | |
| Crowns/Inlays/Onlays | | 50% | | 50% | | 50% | |
| Dentures | | 50% | | 50% | | 50% | |
| Fixed Bridges | | 50% | | 50% | | 50% | |
| Implants | | 50% | | 50% | | 50% | |
| | | | | | | | |
| Annual Deductible (Does not apply to preventive services) | | \$50 - Individual \$150 - Family | | \$50 - Individual \$150 - Family | | \$50 - Individual \$150 - Family | |
| Annual Maximum | | \$1,500 | | \$1,500 | | \$1,500 | |
| Reimbursement Allowance | | | | | | | |
| | | | | | | | |
| Monthly Premium | | | | | | | |
| Employee Only | 225 | \$32.38 | \$7,285.50 | \$37.40 | \$8,415.00 | \$34.97 | \$7,868.25 |
| Employee + Spouse | 29 | \$87.04 | \$2,524.16 | \$100.53 | \$2,915.37 | \$94.00 | \$2,726.00 |
| Employee + Child(ren) | 28 | \$87.04 | \$2,437.12 | \$100.53 | \$2,814.84 | \$94.00 | \$2,632.00 |
| Employee + Family | 11 | \$144.74 | \$1,592.14 | \$167.17 | \$1,838.87 | \$156.32 | \$1,719.52 |
| Total Monthly Premium | | | \$13,838.92 | | \$15,984.08 | | \$14,945.77 |
| | | | | | | | |
| Increase in Premium | | | | | 115.5% | | 108.0% |
| Rate Guarantee | | | | 1 year | | 1 year | |



Mark III

Employee Benefits

AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Change Order 7 for Valle Crucis School

MANAGER'S COMMENTS:

Change Order 7 from H&M Constructors for Valle Crucis School includes adjustments such as relocation of the grease trap, door hardware, kitchen mixing valves, well house slab, soffits, architectural changes for cafeteria casework, and various landscape and millwork revisions. The total net effect of the change order is a decrease of \$37,438.28 to the contract amount. Supporting documentation from Clark Nexsen has been provided for review.

Board action is requested to approve deductive Change Order 7 for Valle Crucis School.



September 26, 2025

Watauga County Manager
814 West King Street
Suite 205
Boone, NC 28607

Attn: Mr. Deron Geouque
County Manager

RE: VALLE CRUCIS ELEMENTARY SCHOOL

Dear Deron,

The following is a summary of Change Order 07 from H&M Constructors for Valle Crucis School. The H&M provided backup was forwarded via email.

| | | |
|-----------|---------------|--|
| COR #95: | \$22,922.10 | Relocation of Grease Trap |
| COR #131: | \$634.81 | Door 103K Hardware |
| COR #137: | -\$2,904.86) | Revision 26 Landscape Changes |
| COR #141: | \$740.97 | Kitchen Mixing Valves |
| COR #142: | 20,093.69 | Well House Slab |
| COR #145: | \$933.84 | 101G Bulkhead at SRO Office |
| COR #146: | \$4,125.46 | 104A Soffit in Serving Corridor |
| COR #147: | \$335.37 | 140 and 240 Hold Open per RFI-442 |
| COR #148: | -\$22,440.00) | Forest Millwork 2x6 Credit at Monumental Stair |
| COR #150: | \$3,776.57 | Architectural changes for Cafeteria Casework (Dish Pass-Through) |
| COR #152: | -\$2,799.39) | Landscape changes from Bid Set to Rev 20 |
| COR #154: | \$12,143.16 | Fire Tank Lightning Protection |
| Allowance | -\$75,000) | Unused Material Cost Increase |

The total decrease to the Contract Sum is: -(\$37,438.28)

We continue to appreciate the opportunity to work with Watauga County and look forward to the successful completion of the project. Should you have any questions, please do not hesitate to contact us.

Sincerely,

CLARK NEXSEN

Eve Szentesi, AIA, LEED AP BD+C



301 College Street, Suite 300
Asheville, NC 28801
P: 828.232.0608 | F: 828.232.1606
clarknexsen.com

CLARK NEXSEN
A Division of Johnson, Mirmiran, & Thompson, Inc.



AIA®

Document G701® – 2017

Change Order

PROJECT: (Name and address)
Valle Crucis Elementary School
Sugar Grove, NC

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 007

Date: 2/14/2023

Date: 8/12/2025

OWNER: (Name and address)
Watauga County
814 W. King Street
Boone, NC 28607

ARCHITECT: (Name and address)
Clark Nexsen
301 College Street
Suite 300
Asheville, NC 28801

CONTRACTOR: (Name and address)
H&M Constructors, a Division of MB
Haynes Corporation
187 Deaverview Road
Asheville, NC 28806

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COR #95: \$22,922.10
COR #131: \$634.81
COR #137: -(\$2,904.86)
COR #141: \$740.97
COR #142: \$20,093.69
COR #145: \$933.84
COR #146: \$4,125.46
COR #147: \$335.37
COR #148: -(\$22,440.00)
COR #150: \$3,776.57
COR #152: -(\$2,799.39)
COR #154: \$12,143.16
Unused Material Cost Increase Allowance: -(75,000)

| | |
|--|------------------|
| The original Contract Sum was | \$ 47,874,600.00 |
| The net change by previously authorized Change Orders | \$ -254,719.99 |
| The Contract Sum prior to this Change Order was | \$ 47,619,880.01 |
| The Contract Sum will be decreased by this Change Order in the amount of | \$ 37,438.28 |
| The new Contract Sum including this Change Order will be | \$ 47,582,441.73 |

The Contract Time will be unchanged by () days.
The new date of Substantial Completion will be December 22, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Clark Nexsen, Inc.

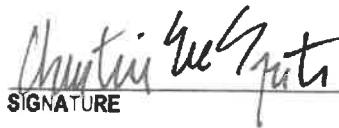
ARCHITECT (Firm name)

H&M Constructors

CONTRACTOR (Firm name)

Watauga County

OWNER (Firm name)



SIGNATURE

Eve Szentesi, AIA, LEED AP BD+C

Senior Architect

PRINTED NAME AND TITLE

8/13/25

DATE



SIGNATURE

GREG BORDEN, VP

PRINTED NAME AND TITLE

8-13-25

DATE

SIGNATURE

PRINTED NAME AND TITLE

DATE

AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

C. Guy Ford Road License Agreement

MANAGER'S COMMENTS:

Mr. Greg Derby, property owner adjacent to the County's Guy Ford paddle access, is requesting Board authorization to complete the fence to the bank in the parking lot. The request is to prevent the easy access to his property. Mr. Derby has agreed to pay for the fence. The Board would need to approve the license as drafted by County Attorney Miller.

Board action is requested to approve the license to allow Mr. Derby to extend the fence at the Guy Ford paddle access.



Mountain Fence and Deck
1846 US Hwy 421 S
Boone, NC 28607
+18283861350
jessica@mfdbuild.com

Proposal

ADDRESS

Greg Derby
8464 US Hwy 321
Sugar Grove, NC 28679

SHIP TO

Greg Derby
8464 US Hwy 321
Sugar Grove, NC 28679

PROPOSAL # 5106

DATE 07/10/2025

EXPIRATION DATE 08/10/2025

ACTIVITY

AMOUNT

Fence Project

Install 22' of 6' tall Commercial grade Chain Link with 1x 4' Wide Gate

2,810.00

All post set in Concrete.

**Labor is for Turn-Key Completion of Project and is Warrantied for One Year

Fence Project

Install 74' of 4' High Round post with 3 Strands of Barb Wire.
Difficult terrain to work with.

3,353.00

All post set in Concrete.

**Labor is for Turn-Key Completion of Project and is Warrantied for One Year

Fence Project

Install 35' of 4' High Commercial Chain link in Black.

1,887.00

All post set in Concrete.

**Labor is for Turn-Key Completion of Project and is Warrantied for One Year

Thank you for your business!
50% deposit due upon acceptance.

SUBTOTAL

8,050.00

TAX

0.00

TOTAL

\$8,050.00

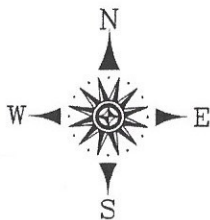
Checks/Cash/Bank Transfers accepted.
Thank you for your business!

NCGC # 100435

Mountain Fence and Deck does not provide
electrical or plumbing services.

Accepted By

Accepted Date



CERTIFICATE OF THE APPROVAL OF WATER & SEWAGE SYSTEM
I hereby certify that the water supply and sewage disposal utility installed, or proposed for installation, in each lot of the subdivision entitled _____ fully meets the requirements of the undersigned agency (last), and are hereby approved as shown.
Date _____ Appalachian Dist. Health Officer

CERTIFICATE OF OWNERSHIP AND DEDICATION
I (we) hereby certify that I (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent and dedicate all streets, sewers, water lines, alleys, walks, parks, and other areas to public or private use as noted. Further, I (we) certify the land as shown hereon is within the planning jurisdiction of Watauga County, North Carolina.
Date _____ Owner _____

County of Watauga
Circumlocution
Review Officer of Watauga County
certify that this map or plat to which this certification is affixed meets all statutory requirements for recording.
Date 12-15-06 Circumlocution
Review Officer

PLAT BOOK _____, PAGE _____

I, Alan H. Albright, certify that this plat was drawn under my supervision from an actual survey made by me or by a duly licensed surveyor under my supervision. I certify that the boundaries shown are correctly indicated as shown from information furnished in Book _____ Page _____ that the ratio of precision as calculated is 1:17,826. I further certify that this plat was prepared in accordance with G. S. 17-400 as amended. Witness my original signature, license number and seal this

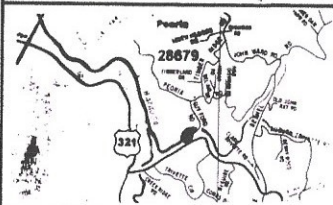
287th day of APRIL A.D. 2004



- I, Alan H. Albright, Professional Land Surveyor, L-3738, certify the use or reuse of the following as indicated (check):
- ☐ 1. That the survey is a subdivision of land within the limits of a county or municipality that has an ordinance that regulates parcels of land.
 - ☐ 2. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
 - ☐ 3. Any one of the following:
 - ☐ a. That the survey is of an existing parcel or parcels of land and does not create a new street or change an existing street.
 - ☐ b. That the survey is of an existing building or other structure, or natural feature, such as a watercourse or pond.
 - ☐ c. That the survey is a central survey.
 - ☐ 4. That the survey is of another category, such as the recombination of existing parcels, a post-modern survey, or other exception to the definition of subdivision.
 - ☐ 5. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to whether the survey is as indicated in (1) through (4) above.

Alan H. Albright
ALAN H. ALBRIGHT, PROFESSIONAL LAND SURVEYOR L-3738

VICINITY MAP • SUBJECT PROPERTY N.T.S.



MINOR SUBDIVISION
PROPERTY OF:
SUGARTREE PROPERTIES, INC.

LAUREL CREEK TOWNSHIP
WATAUGA COUNTY, NORTH CAROLINA

APRIL 28, 2004

50' 0 100' 200'
SCALE 1" = 100'

A & T SURVEYING, P.C.
108 BOWMAN STREET, P.O. BOX 542
ELK PARK, NORTH CAROLINA 28622
PHONE (828) 733-1733

MAP # 0404060

CALL TABLE

| COURSE | BEARING | DISTANCE |
|--------|--------------|----------|
| L-1 | N 33°19'00"W | 40.00' |
| L-2 | N 33°19'00"W | 50.00' |
| L-3 | N 30°45'00"E | 107.38' |
| L-4 | N 47°25'00"E | 99.90' |
| L-5 | N 53°51'00"E | 60.00' |
| L-6 | S 18°28'00"W | 43.67' |
| L-7 | S 24°07'00"W | 39.41' |
| L-8 | S 37°08'00"W | 41.08' |
| L-9 | S 53°51'00"W | 209.08' |
| L-10 | S 47°27'00"W | 7.34' |
| L-11 | S 47°27'00"W | 53.64' |
| L-12 | S 40°48'00"W | 60.14' |
| L-13 | S 40°48'00"W | 26.60' |
| L-14 | S 46°15'00"W | 56.01' |
| L-15 | S 56°06'00"W | 75.00' |
| L-16 | S 56°06'00"W | 56.30' |
| L-17 | S 62°15'00"W | 96.74' |
| L-18 | S 57°16'00"W | 58.71' |
| L-19 | S 42°50'00"W | 36.98' |
| L-20 | S 25°51'00"W | 36.28' |
| L-21 | S 04°55'00"W | 94.03' |
| L-22 | S 09°55'00"W | 24.44' |
| L-23 | S 28°51'00"W | 36.21' |
| L-24 | S 40°03'00"W | 73.45' |
| L-25 | S 41°31'00"W | 187.63' |

WALTER MAY
BOOK OF RECORDS 167, PAGE 456

NEW PARCEL

OLD PARCEL

NEW PARKING

PATH

STEVEN D. LOTZ
RECORD OF DEEDS 219, PAGE 414
PLAT H 70717 BY
DAVID K. STERN

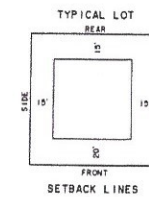
HENRY TRIVETTE
RECORD OF DEEDS 128, PAGE 43
PLAT H 71368 BY
DAVID K. STERN

LANNY C. HENRY
BOOK OF RECORDS 207, PAGE 168
SURVEY H 492076 BY
ROBERT E. GRINDSTAFF

GU FORD ROAD
N.C.S.R. 1200
BOOK OF RECORDS 498
PAGES 498 & 499

WILLIAM G. TRIVETTE
BOOK OF RECORDS 408, PAGE 652
PLAT H 71368 BY
DAVID K. STERN

MARKHAM MOORE
BOOK OF RECORDS 935, PAGE 732
PLAT BOOK 17, PAGE 280



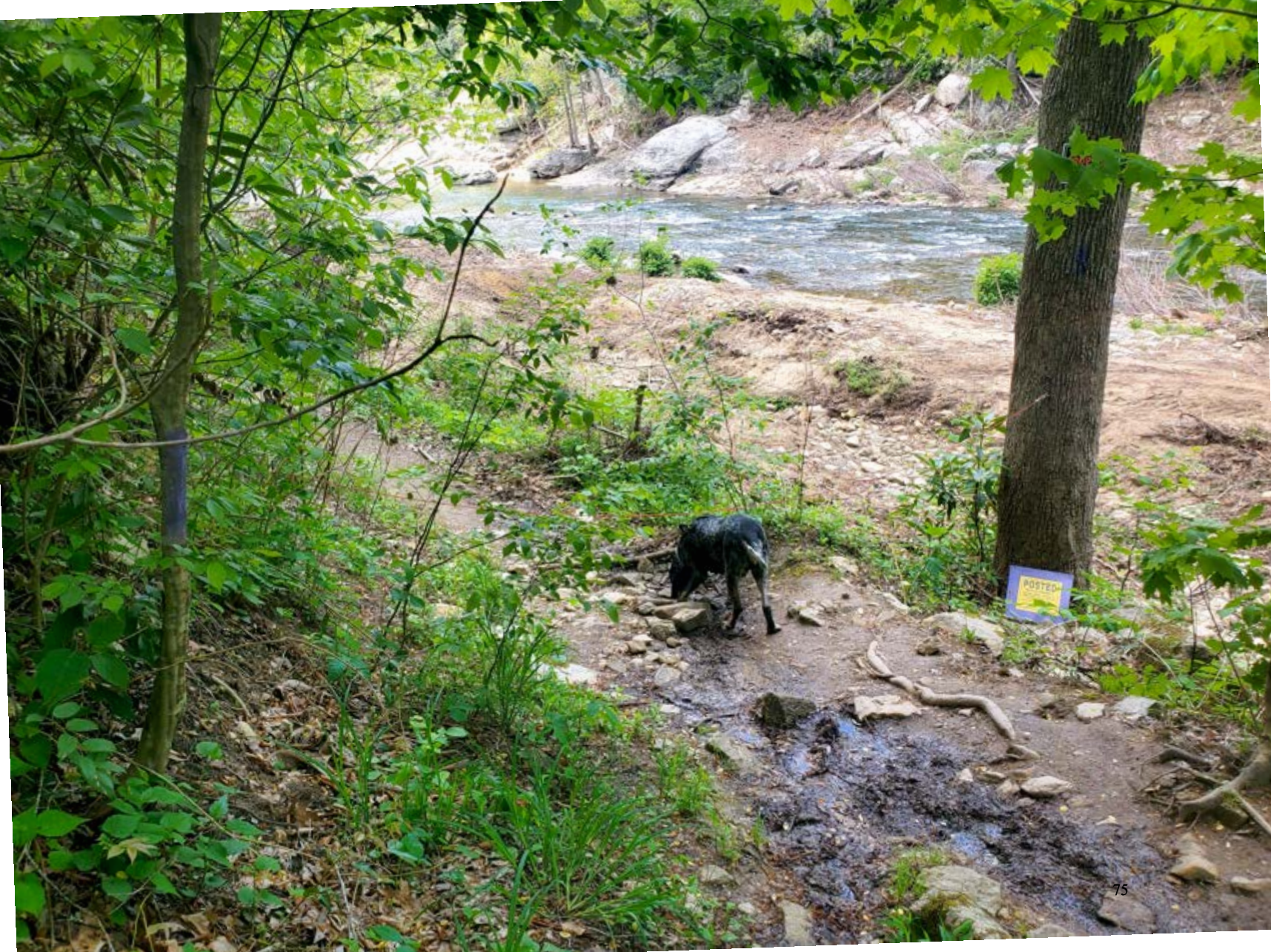
NOTES

1. BEARINGS RELATIVE TO A PREVIOUS SURVEY OF SUBJECT PROPERTY BY MITCHELL D. WILLARD, PLAT BOOK 14, PAGE 202.
2. AREAS COMPUTED BY COORDINATE GEOMETRY.
3. DEED REFERENCE: BOOK OF RECORDS 940, PAGE 318.
4. PLAT REFERENCE: PLAT BOOK 14, PAGE 202.
5. TAX MAP PARCEL H: 1942-98-3978-000.
6. THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT, WHICH MAY REVEAL ADDITIONAL CONVEYANCES, EASEMENTS, RIGHTS-OF-WAY OR RESTRICTIONS NOT SHOWN & IS NOT AN ALTA/ACSM LAND TITLE SURVEY.
7. ALL PROPERTY OWNERSHIPS WERE TAKEN FROM CURRENT COUNTY TAX MAP RECORDS AND/OR RECORDED PLATS ONLY.
8. BY GRAPHIC DETERMINATION, A PORTION OF THE SUBJECT PROPERTY LIES IN FLOOD ZONE "A" (SPECIAL FLOOD HAZARD AREA INUNDATED BY 100-YEAR FLOOD) AS BY THE FLOOD INSURANCE RATE MAP, PUBLISHED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, COMMUNITY-PANEL NUMBER 370251 0000 E. EFFECTIVE DATE: JANUARY 17, 1997.

I hereby certify that the subdivision plat shown hereon has been found to comply with the subdivision regulations of Watauga County, North Carolina, it has been approved as a Minor Subdivision as defined in Section 17-400 of the subdivision regulations for recording in the office of the Watauga County Register of Deeds.
Date 12/16/06 Josephad
County Author/Lead Representative

FILED John Townsend
Register of Deeds, Watauga Co. NC
Recording Fee \$21.00
NC Real Estate Tax \$ 00
20061216000189250 PLAT
BK-PL9 Pg-436
12/15/2006 9:47:27 AM 1/1
20061216000189250





Prepared by: Nathan A. Miller, Esq., Miller & Johnson, PLLC

STATE OF NORTH CAROLINA

LICENSE AGREEMENT

COUNTY OF WATAUGA

This License Agreement (hereinafter referred to as the “Agreement”) entered this the _____ day of October, 2025, by and between Watauga County, a North Carolina Body Politic (hereinafter referred to as the “County”) and Sylvester Baerresen, LLC (hereinafter referred to as “Sylvester”) and collectively known as the Parties who agree as follows:

WHEREAS, the County owns 2.38 acres along Guy Ford Road and next to the Watauga River in the Laurel Creek Township as evidenced by their deed recorded in Record Book 1840, Page 219, Watauga County, North Carolina Public Registry;

WHEREAS, Sylvester Baerresen, LLC owns 4.10 acres just west of the County Property and along the Watauga River in the Laurel Creek Township as evidenced by their deed recorded in Record Book 1993, Page 274, Watauga County, North Carolina Public Registry;

WHEREAS, the County’s property is open for visitors to park their vehicles and access the Watauga River for recreational purposes;

WHEREAS, the County’s property has a concrete parking pad with a fence traversing a portion of the end of the concrete parking pad;

WHEREAS, the fence does not extend to the end of the concrete pad;

WHEREAS, Sylvester desires to extend the fence and place trespassing signs to help prevent people from trespassing on Sylvester’s real property;

WHEREAS, the County agrees to allow Sylvester to extend the fence and place no trespassing signs to deter trespassing on Sylvester's real property in the form of a license in accordance with the agreements set forth below;

NOW THEREFORE, for good and valuable consideration, the delivery and sufficiency of such the Parties agree have been given, the Parties agree as follows:

1. Sylvester shall have the ability to construct or have constructed a fence similar in materials and appearance to the County's current fence from the end of the County's fence to the property line to seek to deter trespassers from Sylvester's real property. The fence constructed by Sylvester shall be at Sylvester's sole expense and shall be pre-approved the Watauga County Manager for conformance in style and appearance with the County's current fence.
2. Sylvester shall have the ability to place on one sign stating "No Trespassing" on the fence that they construct to inform the public that trespassing is not allowed on the Sylvester's real property.
3. The permissions granted in this Agreement are in the form of a License and said License shall be revocable at any time by the Watauga County Board of County Commissioners.
4. If the Watauga County Board of County Commissioners revoke the permission of the license granted to Sylvester than Sylvester shall have thirty (30) days to remove the fence and sign placed upon the County's real property.

5. If the Sylvester doesn't remove the fence and/or sign within thirty (30) days then the County may remove the fence and/or sign constructed by Sylvester and Sylvester shall be responsible for the costs the County incurred to remove the fence and/or sign from the County's property.
6. This Agreement is a license and it conveys no permanent rights to Sylvester. If the County wishes to revoke it, it may with the 30 day notice, whether oral or written to Sylvester.

WATAUGA COUNTY,
a North Carolina corporate body politic

By: _____
Braxton Eggers, Chair
Watauga County Board of County Commissioners

ATTEST:

Katie Hancock, Clerk to the Board

(CORPORATE SEAL)

**STATE OF NORTH CAROLINA
COUNTY OF WATUAGA**

I, a Notary Public of the County and State aforesaid, certify that **Katie Hancock**, personally came before me this day and acknowledged that she is the Clerk to the Board of Commissioners for the County of Watauga, North Carolina, and that by authority duly given and as the act of said County, the foregoing instrument was signed in its name by the Chair of the Board of County Commissioners and attested by her as Clerk to the Board of Commissioners. The signatory acknowledged to me that she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official stamp or seal, this the _____ day of _____, 2025.

Notary Public

(SEAL)

Printed Name of Notary Public

My Commission Expires: _____

SYLVESTER BAERRESEN, LLC

(Signature of Member-Manager)

Printed Name: _____

STATE OF NORTH CAROLINA

COUNTY OF _____

I certify that the following person, _____, **a Member-Manager of Sylvester Baerresen, LLC**, personally appeared before me this day, acknowledging to me that he voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated.

Witness my hand and official stamp or seal, this the _____ day of _____, 2025.

Notary Public

(SEAL)

Printed Name of Notary Public

My Commission Expires: _____

AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

D. American Red Cross License Renewal

MANAGER’S COMMENTS:

The American Red Cross has requested a one-year renewal of their license agreement for the property located at 331 Queen Street, Boone, NC. The current agreement is set to expire on February 27, 2026. The renewal would extend the agreement for one year under the same terms and conditions as the current contract, allowing the Red Cross to continue their presence and services in the community.

Board action is requested to approve a one-year renewal of the license agreement with the American Red Cross for 331 Queen Street, Boone, NC.

**STANDARD FORM OF SPACE LICENSE AGREEMENT
FOR THE TEMPORARY USE OF
FACILITIES**

(CUBICLE OR ROOM)

TERMS AND CONDITIONS

Effective Date: The date upon which this Agreement is effective, which will be the later of the dates of the signatures of Licensors and Licensee on this Form.

Owner of the Facility (the "Licensor"):

Watauga County

Legal Name of the User of the Room (the "Licensee"):

The American National Red Cross, a nonprofit corporation, a Federally chartered instrumentality of the United States, and a body corporate and politic under the laws of the United States (36 U.S.C. §§ 300101-300111 (2007)).

Date Upon which the Licensee May Begin to Use the Room (the "Start Date"):

02/28/2026

Date Upon Which the Licensee Must Vacate the Room (the "Expiration Date"):

01/31/2027

Building Owner and Licensor's Business Address:

Watauga County, 814 West King St, Boone, NC 28607

Room User and Licensee's Business Address and Contact Info:

The American National Red Cross
9450 SW Gemini Drive #75048
Beaverton, OR 9700-7105
Email: real.estate@redcross.org

Street Address of the Building Where the Room is Located:

331 Queen Street, Suite 102, Boone, NC 28607

Permitted Use(s) of Licensed Room (check those applicable):

- ☒ General Office
☐ Training and/or Testing
☒ Storage

Description of Licensed Room:

296 SF office space in the East Annex Building.

This Temporary Space License Agreement (the “Agreement”) is dated and intended to be effective as of the Effective Date set forth above, and made by and between the Licensors and the Licensee named above. Under the Agreement, the Licensee is permitted to use and occupy, on a temporary basis, the space described above (the “Room”) in the Building at the Location set forth above (the “Building”).

1. Grant of License. Licensors grants Licensee the right to use the Room for the Permitted Use(s) described above. This license includes reasonable ingress and egress to and from the Room through the Building’s common areas. Licensee shall not have the right to use any other space in the Building (such as library, conference rooms, break room, coffee room) or any equipment belonging to Licensors unless the Licensors gives written permission to do so. This Agreement is not a lease and Licensee is granted no leasehold interest in the Room.
2. Term. Licensee’s right to use the Premises shall begin on the Start Date and shall end on the Expiration Date. On or before the Expiration Date, Licensee shall vacate the Room. Licensee shall repair all damage caused by Licensee’s occupancy, at Licensee’s sole cost and expense.
3. Early Termination. Either party may terminate this Agreement for any reason upon thirty (30) days prior written notice to the other party.
4. License Fee. Licensee shall pay, as a license fee, the amount of \$:

\$1.00 per year

5. Licensee's Conduct. Licensee agrees to keep the Room good condition and promptly repair all damage to the Premises or the Building caused by Licensee's negligence, and not to disrupt, adversely affect or interfere with other occupants of the Building.
6. Condition of Premises and Building. Licenser makes no warranty or representation about the Room or the Building. Licensee accepts the same "AS IS." Licenser is under no obligation to prepare or repair the Room or the Building for Licensee.
7. Indemnification. Licensee shall defend, hold harmless, and indemnify Licenser against any legal liability, including reasonable attorney fees, in respect to bodily injury, death, and property damage arising from the negligence of the said Licensee during its use of the Room.
8. Insurance. Licensee shall carry the following insurance coverage:
 - A. Commercial General Liability with an occurrence limit of at least one-million dollars (\$1,000,000) and an aggregate limit of at least two-million dollars (\$2,000,000), including Licenser as an additional insured with respect only to Licensee's operations;
 - B. Commercial Automobile Liability with a combined single limit of at least one-million dollars (\$1,000,000);
 - C. Workers Compensation coverage with statutory limits for the jurisdiction in which the premises are located and Employers' Liability with limits of at least one million dollars (\$1,000,000.00) per accident, one million dollars (\$1,000,000.00) disease – each employee and one million dollars (\$1,000,000.00) disease – policy limit.
9. Licenser's Right to Revoke License. Upon reasonable prior written notice to Licensee, Licenser may revoke the license represented by this Agreement if Licensee (a) fails to pay any fee or payment required hereunder or (b) breaches any other obligation hereunder and such breach continues after written notice from Licenser describing same. If this license is so revoked, Licensee shall forthwith vacate the Room in a neat and orderly manner. Licenser shall have all rights and remedies available to it under applicable law.
10. No Assignment. Licensee shall not, and shall not have any right to, assign or transfer, or sublicense this Agreement. Licenser shall have no obligation to consider or approve any such transfer, regardless of the circumstances.
11. Casualty or Condemnation Affecting Premises. Notwithstanding anything in this Agreement to the contrary, in the event that damage or casualty to all or a part of the Room, this License shall terminate and Licensee shall have no right to restoration of the Room or to receive any compensation whatsoever.

12. Notice. Notice shall be deemed to have been duly given three (3) business days after having been mailed by certified or registered mail, return receipt requested, to the party's address set forth at the beginning of the Agreement, or upon receipt if delivered by hand or recognized overnight delivery service. Either party may change its address for the purpose of notice hereunder by providing the other party with notice of the new address.
13. Governing Law and Binding Effect. This Agreement shall be governed by and construed under the laws of the state in which the Building is located. This Agreement shall be binding on the parties and their respective, successors, transferees and assigns.
14. Brokers/Consultants. Licensors and Licensees each represent to the other that there is no broker in this transaction. Each party shall indemnify the other against the claims of any broker.
15. Authority. Each party represents and warrants that it has the full power and authority to execute, deliver and perform under this Agreement.

[Signature Page Follows]

AMERICAN NATIONAL RED CROSS
AND "LICENSEE:"

By: _____
(Signature)

Name:

Title:

Date:

BUILDING OWNER AND "LICENSOR:"

By: _____
(Signature)

Name:

Title:

Date:

AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

E. Parks and Recreation Department Out-of-State Travel Request

MANAGER’S COMMENTS:

Craig Lands, Assistant Director of Parks and Recreation, requests approval to travel out of state to the 2025 Special Olympics North America Tennis & Pickleball Championships, October 15–18, 2025. All expenses will be covered by the Special Olympics Watauga County budget, and use of the County van is requested.

Board action is requested to approve the out-of-state travel and use of the County van.



WATAUGA COUNTY PARKS & RECREATION

231 Complex Drive • Boone, NC 28607
Phone : (828) 264-9511
Fax : (828) 264-9523

www.wataugacounty.org



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

From: Craig Lands, *Assistant Director*
Subject: Out-of-State Travel Request
Date: September 30, 2025

Please consider approving my Out-of-State Travel Request for the 2025 Special Olympics North America Tennis & Pickleball Championships for October 15-18, 2025. Watauga County will be represented by two coaches, two Special Olympics athletes, and two Unified Partners. Our Special Olympics Watauga County budget will cover all travel related costs such as registration fees, housing, food, and uniforms. We are requesting the use of the County van and travel out-of-state.

Thank you in advance for your consideration.

WATAUGA COUNTY
TRAVEL AUTHORIZATION AND TRAVEL ADVANCE REQUEST

Print Form

DATE Sep 30, 2025

BUDGET ACCOUNT NUMBER

NAME: Craig Lands TITLE Assistant Director DEPARTMENT Parks & Recreation

DESTINATION Hilton Head, SC MEETING DATES FROM: Oct 16, 2025 TO: Oct 18, 2025

Out of State travel?
If yes, BCC approval is
required and must be
signed by County
Manager.

☒ YES
☐ NO

DEPARTURE 10/15/25 9:00 a.m. RETURN 10/18/25 11:00 p.m.

Purpose Special Olympics North America Tennis & Pickleball Championships

Overnight
Accommodations
Required?

☐ YES
☒ NO

Name of Hotel/Motel

Rate per night/person

Government
Discount? ☐ YES
☐ NO

Method of Transportation: ☒ County Vehicle ☐ Personal Vehicle ☐ Air ☐ Other

Cost Explanation: Athlete and coach transport

| Estimated Expenses | | | | | TOTALS |
|--|--------------|--|---|-------|--------|
| REGISTRATION FEES: Please indicate meals and/or banquets included in registration fee. | | | | | .00 |
| MEALS | Breakfast: | | X | 8.00 | .00 |
| | Lunch: | | X | 10.00 | .00 |
| | Dinner: | | X | 16.00 | .00 |
| LODGING | Single Rate: | | X | | |
| *OTHER | | | | | |
| TOTAL | | | | | .00 |

Remarks:

Are funds requested in advance?

☐ Yes ☒ No

Form is Mathematically Correct:

☒ Yes ☐ 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.

C. Lands 9/30/25
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



Monday, Oct 13

| | | |
|---------|--------------|-----------|
| 7:00 PM | Coaches Call | Zoom Link |
|---------|--------------|-----------|

Tuesday, Oct 14

| | | |
|----------------|--|--------------------|
| 5:45 – 7:00 PM | Volunteer Meeting and apparel distribution | Spring Lake Tennis |
|----------------|--|--------------------|

Wednesday, Oct 15

| | | |
|------------------|--------------|--------------------|
| 1:00 PM– 5:00 PM | Venue set-up | Spring Lake Tennis |
|------------------|--------------|--------------------|

Thursday, Oct 16

| | | |
|-----------------|--------------------------------------|----------------------------------|
| 9:00 – 11:00 AM | Practice Courts available | Spring Lake Tennis |
| 9:00 – 11:00 AM | Athlete and Coach Registration | Registration Tent |
| 11:00 – 1:00 PM | Lunch | Delegation Tents |
| 1:00 PM | PTR Coaches Welcome | Spring Lake Tennis |
| 2:00 – 5:00 PM | Preliminary Rounds | Spring Lake Tennis |
| 5:45 PM | Athlete Line up for Opening Ceremony | Port Royal Golf and Racquet Club |
| 6:00 PM | Opening Ceremony | Port Royal Golf and Racquet Club |
| 7:00 PM | Dinner and Dance | Port Royal Golf and Racquet Club |

Friday Oct 17

| | | |
|--------------------|-----------------------------------|------------------------------|
| 8:00 AM – 3:00 PM | Singles Pool-Play | Spring Lake Tennis |
| 1:00 – 6:00 PM | Unified Doubles/Doubles Pool-Play | Spring Lake Tennis |
| 11:00 AM – 1:00 PM | Lunch | Delegation Tents |
| 6:30 PM | Dinner | Palmetto Dunes Tennis Courts |
| 7:00 PM | Pro Exhibition | Palmetto Dunes Tennis Courts |

Saturday Oct 18

| | | |
|--------------------|--|--------------------|
| 8:00 AM – 1:00 PM | Singles - Finals | Spring Lake Tennis |
| 12:00 – 4:30 PM | Unified Doubles/Doubles - Finals | Spring Lake Tennis |
| 11:00 AM – 1:00 PM | Lunch | Delegation Tents |
| 12 Noon | PTR Equipment Distribution (from Program requests) | Spring Lake Tennis |
| 3:00 – 4:00 PM | Ice Cream Social | Spring Lake Tennis |
| 5:00 PM | Awards | Spring Lake Tennis |



SPECIAL OLYMPICS
NORTH AMERICA
PICKLEBALL CHAMPIONSHIP
SOUTH CAROLINA 2024



Wednesday, Oct 15

| | | |
|---------|--------------|-----------|
| 5:00 PM | Coaches Call | Zoom Link |
|---------|--------------|-----------|

Thursday, Oct 16

| | | |
|---------------------|--------------------------------------|----------------------------------|
| 7:00 AM | Venue set-up | Palmetto Dunes |
| 10:30 AM | Registration | |
| 11:30 AM – 12:30 PM | Lunch | Palmetto Dunes |
| 1:00 - 3:00 PM | Pro Clinics including Athletes | Palmetto Dunes PP Courts |
| 3:30 - 4:45 PM | Unified Experience (for athletes) | Palmetto Dunes PP Courts |
| 5:45 PM | Athlete Line up for Opening Ceremony | |
| 6:00 PM | Opening Ceremony | Port Royal Golf and Racquet Club |
| 7:00 PM | Dinner/Dance | Port Royal Golf and Racquet Club |

Friday, Oct 17

| | | |
|----------------|---|--------------------------|
| 11 AM- 12 PM | Lunch | Palmetto Dunes |
| 12:30 PM | Check-in at PD | Palmetto Dunes |
| 1:00 – 3:00 PM | Divisioning Round Robin Unified Doubles | Palmetto Dunes PP Courts |
| 3:00 – 4:30 PM | Divisioning Round Robin Doubles | Palmetto Dunes PP Courts |
| 6:30 PM | Dinner | Palmetto Dunes PP Courts |
| 7:45 pm | Pro Exhibition | Palmetto Dunes PP Courts |

Saturday, Oct 18

| | | |
|--------------------|--|--------------------------|
| 11:00 AM- 12:00 PM | Lunch | Palmetto Dunes |
| 1:00 – 3:15 PM | Competition Finals Round Robin Doubles Play | Palmetto Dunes PP Courts |
| 1:00 – 4:15 PM | Competition Finals Round Robin Unified Doubles | Palmetto Dunes PP Courts |
| 4:00 PM | Ice Cream Social | Palmetto Dunes |
| 4:30 PM | Awards | Palmetto Dunes |

AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

F. Boards and Commissions

MANAGER’S COMMENTS:

AppalCART Board

The terms of Frank David V (Quint), David Jackson, and Joe Eller on the AppalCART Board are expiring. All three have provided valuable feedback and faithfully fulfilled their duties during their terms. Each has expressed willingness to continue serving if reappointed. The Board is asked to consider reappointment of these members for an additional two-year term in accordance with the AppalCART formative resolution.

Board action is requested to reappoint Frank David V (Quint), David Jackson, and Joe Eller to the AppalCART Board for an additional two-year term.

September 23, 2025

Mr. Deron T. Geouque, County Manager
Watauga County Administration Building
814 W. King Street, Suite 205
Boone, NC 28607

Dear Deron:

The AppalCART formative resolution states that at-large members and the transit user member should be appointed after completing two year terms. The terms of Frank David V (Quint), David Jackson, and Joe Eller as members of the AppalCART Board are expiring. All three have provided excellent feedback and insight as members of the AppalCART Board and have faithfully fulfilled their duties as Board members during their terms. These individuals have expressed a willingness to continue to serve on the AppalCART Board if the County Commissioners should choose to reappoint them.

I would like to request the County Commissioners consider reappointing Frank David V (Quint), David Jackson, and Joe Eller at this time to serve an additional two years at the end of their current terms.

Thank you for considering this request.

Sincerely,



Craig Hughes
Transportation Director

AGENDA ITEM 10:

BREAK

AGENDA ITEM 11:

CLOSED SESSION

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

Land Acquisition – G.S. § 143-318.11(a)(5)