

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

**TUESDAY, MARCH 3, 2015
8:30 A.M.**

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

TIME	#	TOPIC	PRESENTER	PAGE
8:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: February 17, 2015, Regular Meeting February 17, 2015, Closed Session		1
	3	APPROVAL OF THE MARCH 3, 2015 AGENDA		9
8:35	4	BOARD OF EDUCATION'S REQUEST FOR ADM FUNDS	MS. LY MARZE	11
8:40	5	SANITATION MATTERS A. Out-of-State Travel Request B. Request to Apply for a Grant Related to Permanent Household Hazardous Waste Site	MS. HEATHER BOWEN	13 19
8:45	6	FINANCE MATTERS A. Sale of Real Property on GovDeals B. Bid Award for Audit Contract for FY 2014-2015	MS. MARGARET PIERCE	29 35
8:50	7	MISCELLANEOUS ADMINISTRATIVE MATTERS A. Boards and Commissions B. Announcements	MR. DERON GEOUQUE	45 49
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AGENDA ITEM 2:

APPROVAL OF MINUTES:

February 17, 2015, Regular Meeting

February 17, 2015, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 17, 2015**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, February 17, 2015, at 5:30 P.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

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

Chairman Hodges called the meeting to order at 5:30 P.M.

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

APPROVAL OF MINUTES

Chairman Hodges called for additions and/or corrections to the February 3, 2015, regular meeting and closed session minutes.

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the February 3, 2015, regular meeting minutes as presented.

VOTE: Aye-5
Nay-0

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the February 3, 2015, closed session minutes as presented.

VOTE: Aye-5
Nay-0

APPROVAL OF AGENDA

Chairman Hodges called for additions and/or corrections to the February 17, 2015, agenda.

County Manager Geouque stated that the Girl Scouts requested to postpone their request to place a peace pole at Cove Creek Park until a future meeting due to the weather prohibiting their member's attendance.

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the February 17, 2015, agenda as amended.

VOTE: Aye-5
Nay-0

PUBLIC HEARING TO ALLOW CITIZEN COMMENT REGARDING AMENDMENTS TO FIRE DISTRICTS

A public hearing was scheduled to seek citizen input on the transfer of property from the Beaver Dam Fire District to the Cove Creek Fire District. The effective date of the change would be July 1, 2015.

Chairman Hodges called the public hearing to order at 5:34 P.M.

Mr. Jeff Virginia reviewed the details of the proposed transfer.

As there was no citizen comment, Chairman Hodges declared the public hearing closed at 5:35 P.M.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the transfer of property from the Beaver Dam Fire District to the Cove Creek Fire District as presented with an effective date of July 1, 2015.

VOTE: Aye-5
Nay-0

INDOOR BASEBALL FACILITY AT WATAUGA HIGH SCHOOL

Mr. Jay Jackson, representing Friends of Watauga Baseball and Softball, requested support for construction of an indoor practice facility to be located at Watauga High School. Mr. Jackson stated that similar support was requested for an indoor practice facility in 2010 and since then \$70,000 has been raised through Friends of Watauga Baseball and Softball and the Will Dicus Foundation. Mr. Jackson indicated that the Board of Education endorsed the project and is willing to collaborate. Mr. Jackson stated that a local contractor was willing to provide the kit for the structure at cost.

Mr. John Turner shared information regarding costs and the specifications of the building.

Commissioner Yates, seconded by Commissioner Welch, moved that the Board of Commissioners unanimously agree to endorse the project and make a commitment to discuss with the Board of Education to find a way to make the indoor practice facility a reality.

After further discussion, the following vote was taken:

VOTE: Aye-5
Nay-0

PROPOSED APPOINTMENT OF HOME & COMMUNITY CARE BLOCK GRANT (H&CCBG) ADVISORY COMMITTEE AND LEAD AGENCY

Ms. Angie Boitnotte stated that each year the Board was required to appoint a lead agency and advisory committee to make recommendations on how to best expend the County's allocation from the Home and Community Care Block Grant (H&CCBG) funds. H&CCBG funds were established by the Older American's Act and were administered by the North Carolina Division of Aging. The following were recommended for appointment to the committee: the Area Agency on Aging Director, Julie Wiggins, Linda Bretz, Murray Hawkinson, Billy Hoilman, Tom Hughes, Margie Mansure, Pam Rush, Robin Winkler, Pat Coley, Kat Danner, Sherry Harmon, Gail Hawkinson, Bob Parker, Dr. Ed Rosenberg, and Betty Wyse. Commissioner Kennedy was appointed to this Committee at the December 1, 2014, Board of Commissioners meeting.

Vice-Chairman Blust, seconded by Commissioner Welch, moved to appoint the Area Agency on Aging Director, Julie Wiggins, Linda Bretz, Murray Hawkinson, Billy Hoilman, Tom Hughes, Margie Mansure, Pam Rush, Robin Winkler, Pat Coley, Kat Danner, Sherry Harmon, Gail Hawkinson, Bob Parker, Dr. Ed Rosenberg, and Betty Wyse to the Home and Community Care Block Grant Advisory Committee.

VOTE: Aye-5
Nay-0

Vice-Chairman Blust, seconded by Commissioner Welch, moved to appoint the Watauga County Project on Aging as the Lead Agency for Home and Community Care Block Grant funds.

VOTE: Aye-5
Nay-0

REQUEST TO WITHDRAW EMERGENCY WATERSHED PROTECTION PROGRAM REQUEST FOR ASSISTANCE

Mr. Joe Furman stated that in October 2013, the Board approved a letter requesting federal assistance under the provision of the Emergency Watershed Protection program. The program provided federal assistance to areas damaged by the January 2013 rain event in the County. The Seth Morrison property was the only surveyed area that qualified for the program in the County. Mr. Morrison agreed to be responsible for the 25% match required by the program. The Natural Resource Conservation Service has requested the County withdraw the request for federal aid as new legislation has made award of the assistance very unlikely. Mr. Morrison may be eligible for assistance from the Western NC Stream Initiative which has a higher probability of award.

Commissioner Yates, seconded by Commissioner Welch, moved to authorize the submission of a letter requesting the withdrawal of the request for federal assistance regarding the Seth Morrison property under the provision of the Emergency Watershed Protection Program.

VOTE: Aye-5
Nay-0

TAX MATTERS***A. Monthly Collections Report***

Tax Administrator Larry Warren presented the Tax Collections Report for the month of January 2015. This report was presented for information only and, therefore, no action was required.

B. Refunds and Releases

Mr. Warren presented the Refunds and Releases Report for January 2015, as well as a report from the new motor vehicle billing system, North Carolina Vehicle Tax System (NCVTS), for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the Refunds and Releases Report and the North Carolina Vehicle Tax System Refunds and Releases Report for January 2015, as presented.

VOTE: Aye-5
Nay-0

FINANCE MATTERS***A. Smoky Mountain Center Quarterly Reports***

Ms. Margaret Pierce, Finance Director, presented the Smoky Mountain Center Quarterly Financial Report as required by Statute. The report was given for information only and, therefore, no action was required.

B. Budget Amendments

Ms. Margaret Pierce, Finance Director, reviewed the following budget amendments:

Account #	Description	Debit	Credit
233991-399101	State Substance Abuse Tax Funds		\$2,000
234310-451000	Capital Outlay-Equipment	\$2,000	

The amendment allocated funds to purchase required OSHA equipment to test air quality levels in potential hazard situations.

Account #	Description	Debit	Credit
223317-343109	Federal Equitable Sharing Funds		\$2,000
224310-454000	Capital Outlay-Vehicles	\$2,000	

The amendment allocated funds for safety lights and equipment on the seized 2003 Dodge truck.

Account #	Description	Debit	Credit
103839-349601	Farm Preservation Planning Event Fees		\$825
104960-449901	Miscellaneous Expense-Farm Preservation	\$825	

The amendment recognized registration and donated funds received to fund a farm preservation seminar for the public.

Account #	Description	Debit	Credit
103991-399100	Fund Balance Appropriated		\$2,094,595
109800-498021	Transfer to Capital Projects Fund	\$2,094,595	
213980-398100	Transfer from General Fund		\$2,094,595
219930-461202	Recreation-Pool Renovations	\$2,094,595	

The amendment transferred the increase in the unassigned fund balance to the Capital Projects fund per Board action at the December 16, 2014, regular meeting.

Account #	Description	Debit	Credit
143839-389001	Watauga Medical Center Contract	\$24,180	
145310-469104	Professional Services Contract		\$24,180
143585-323000	Daycare Revenues	\$46,677	
143583-344080	LINKS Revenues		\$15,000
143541-323000	IV-E Foster Care Revenues		\$132,570
143531-323000	Federal/State Cost Reimbursements		\$131,325
143547-323001	State Foster Care Revenues	\$49,200	
145410-440005	Family Reunification	\$1,322	
145410-440003	IV-E Foster Care Board Payments	\$265,000	
145480-438800	Crisis Payments for Clients		\$15,857
145410-440002	Low Income Energy Assistance Program		\$23,843
145390-440300	Adoption Assistance IV-E		\$3,038
145390-440301	Adoption Assistance IV-B		\$8,889
145850-440900	Daycare Expenditures		\$46,677
145410-440802	LINKS Assistance Payments	\$15,000	

The amendment recognized allocation changes in revenues and expenses for the Department of Social Services. Actual allocation amounts have now been received from the State to allow for corrections to original budget estimates given by the State. No additional County funds are required by these changes.

Commissioner Yates, seconded by Commissioner Welch, moved to approve the budget amendments as presented by Ms. Pierce.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Proposed Agenda for the Annual Pre-Budget Retreat

County Manager Geouque presented the draft agenda for the Board's retreat scheduled for February 26th and 27th. The agenda may continue to change between now and the retreat based on input from the Board or the County Manager receiving additional items for consideration.

B. Boards and Commissions

County Manager Geouque presented the following recommendations for appointments to Boards and Commissions:

Valle Crucis Historic Preservation Committee

The Valle Crucis Historic Preservation Commission consists of 3 members who reside inside the historic district and 2 members who are also members of the community council. Recently, Tom Eschelman, one of the community council members moved out of Watauga County. Ms. Erin Thompson replaced him on the community council and is willing to fulfill his preservation commission term, expiring September, 2016, if appointed. The County Manager presented her volunteer application.

Commissioner Kennedy, seconded by Commissioner Welch, moved to waive the second reading and appoint Ms. Erin Thompson to the Valle Crucis Historic Preservation Committee.

VOTE: Aye-5
Nay-0

Watauga County Housing Trust

County Manager Geouque stated that the Watauga Community Housing Trust Board of Directors' annual meeting is each March. Prior to that, the Commissioners typically make board reappointments as needed. Organizations are appointed to the Board; each organization chooses their representative for two year terms. For 2015, the following appointments are needed:

High Country Board of Realtors
Appalachian State University
Northwestern Regional Housing Authority
Watauga Board of Education
WAMY Community Action

Vice-Chairman Blust, seconded by Commissioner Yates, moved to waive the second reading and appoint the following organizations to choose a representative to serve on the Watauga County Housing Trust: High Country Board of Realtors, Appalachian State University, Northwestern Regional Housing Authority, Watauga Board of Education, and WAMY Community Action.

VOTE: Aye-5
Nay-0

C. Announcements

County Manager Geouque announced the following:

- The Watauga County Public Library will hold a "Day in the District"/Open House on Thursday, February 19, 2015, at 4:00 P.M. at the Library.

- The Board is invited to attend the Cooperative Extension's Annual "Report to the People" luncheon which is scheduled for Tuesday, March 3, 2015, at the Watauga County Agricultural Conference Center at 11:45 A.M.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

At 6:46 P.M., Commissioner Welch, seconded by Commissioner Yates, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Personnel Matters, per G. S. 143-318.11(a)(6).

VOTE: Aye-5
Nay-0

Commissioner Yates, seconded by Commissioner Kennedy, moved to resume the open meeting at 7:35 P.M.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Kennedy, seconded by Commissioner Welch, moved to adjourn the meeting at 7:35 P.M.

VOTE: Aye-5
Nay-0

Jimmy Hodges, Chairman

ATTEST:

Anita J. Fogle, Clerk to the Board

AGENDA ITEM 3:

APPROVAL OF THE MARCH 3, 2015, AGENDA

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AGENDA ITEM 4:**BOARD OF EDUCATION'S REQUEST FOR ADM FUNDS**

Ms. Ly Marze, Director of Finance for Watauga County Schools, will request the Board approve \$140,000 from the Public School Building Capital Fund to install a grease trap at the Hardin Park kitchen area to be in compliance with the Town of Boone's Grease Prevention Program. The Town of Boone did grant a waiver for the temporary grease trap. The project will be done in conjunction with installation of a new dishwasher in the kitchen which is scheduled for June 2015. The scope of work includes installing a grease trap containment tank system and the redesigning and moving of the existing sewer drain lines. The remaining funds would come from the County's Capital Project set aside for the School system.

Board action is required to approve the \$140,000 request from the Public School Building Capital Fund and the \$60,000 local match from the County's Capital Project set aside to install a grease trap at the Hardin Park kitchen area.

**APPLICATION
PUBLIC SCHOOL BUILDING CAPITAL FUND
ADM (Corporate Tax) Fund**

Approved: _____
Date: _____

County: Watauga County Contact Person: Ly Marze
Address: 814 W King St, Boone, NC 28607 Title: Finance Officer
School Admin. Unit: Watauga County Schools Phone: (828) 264-7190
Project Title: Hardin Park - Kitchen Grease Trap Renovations
Location: Hardin Park School, 361 Jefferson Rd, Boone, NC 28607
Type of Facility: K-8 School

G.S. 115C-546.2(b) "Counties shall use monies in the Fund for capital outlay projects including the planning, construction, reconstruction, enlargement, improvement, repair, or renovation of public school buildings and for the purchase of land for public school buildings; for equipment to implement a local school technology plan that is approved pursuant to G.S. 115C-102.6C; or for both. Monies used to implement a local school technology plan shall be transferred to the State School Technology Fund and allocated by that Fund to the local school administrative unit for equipment. As used in this section, 'public school buildings' only includes facilities for individual schools that are used for instructional and related purposes and does not include centralized administration, maintenance, or other facilities. **Applications must be submitted no later than one year after the final payment to the Contractor or Vendor.**

Short Description of Construction Project: Grease interceptor addition and other related renovations in the kitchen area of the school

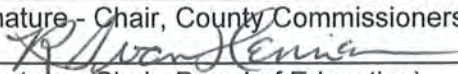
Estimated Costs:	State	Local	Total
Purchase of Land	\$ _____	\$ _____	\$ 0.00
Planning	\$ _____	\$ _____	\$ 0.00
Construction	\$ _____	\$ _____	\$ 0.00
Renovation	\$ 140,000.00	\$ 60,000.00	\$ 200,000.00
Enlargement	\$ _____	\$ _____	\$ 0.00
Repair	\$ _____	\$ _____	\$ 0.00
School Technology	\$ _____	\$ N/A	\$ 0
Debt Service/Bond Payment	\$ _____	\$ _____	\$ 0.00
Total	\$ 140,000.00	\$ 60,000.00	\$ 200,000.00

Bid Dates/Vendors: _____
Contracts signed/Dates: _____
Estimated date of beginning of construction: June 2015
Estimated date of completion: August 2015

Match: The matching funds of one dollar of local funds for every three dollars of state funds are from (source): local county capital reserves
\$ _____ of the matching funds have been expended for/date/description: _____

Reporting requirements: We, the undersigned, agree to submit a report of state/local amounts expended for this project within 60 days after completion of the project, or 60 days after receiving state funding, whichever is later.

The County Commissioners and the Board of Education do hereby jointly request approval of the above project and request release of \$ 140,000.00 from the Public School Building Capital Fund. We certify that the project herein described is within the parameters of 115C-546.2(b) and that all of the required local funding is available and designated as match for this project.

(Signature - Chair, County Commissioners)  (Date) 2/9/2015
(Signature - Chair, Board of Education) _____ (Date) _____

AGENDA ITEM 5:

SANITATION MATTERS

A. Out-Of-State Travel Request

MANAGER'S COMMENTS:

Heather Bowen, Recycling Coordinator, will request Board authorization to attend the Carolina Recycling Association Conference to be held on March 23 through 26th in Myrtle Beach, SC. The only cost to the County will be the three days of worth of meals in the amount of \$102 with the remaining costs to be shared with the Town of Boone employee attending. A grant will cover the shared expenses.

Board action is required to authorize the out-of-state travel to the recycling conference in Myrtle Beach, SC.

Watauga County
Sanitation Department
Recycling Office

Memo

To: Deron Geouque
From: Heather Bowen
cc: JV Potter, Donna Watson
Date: February 16, 2015
Re: Request for permission to travel out-of-state to CRA Conference

This is a request to travel out-of-state to the annual Carolina Recycling Association Conference that is held in Myrtle Beach, SC. The conference will be held March 23rd-26th at Kingston Plantation. The cost of this trip has been reduced through a grant from DEAC'S covering registration costs, travel and lodging expense will be split between Watauga County and the Town of Boone, and the only full out of pocket expense would be meals for the 3days. Please see the attached documents for more detailed information regarding the conference.

Preliminary Agenda



Would you like more info on a session, tour, or workshop? Just roll over the name for a description.

Monday, March 23

11:00 - 5:00 Registration Open

12:00 - 5:00 Golf Tournament @ The Dye Club

7:00 Golf Awards & Dinner

Tours

9:00 - 3:30 Collegiate Recycling Council Workshop and Tour

@ Coastal Carolina University

11:00 - 3:00 Brookgreen Gardens

1:00 - 4:00 Horry County Solid Waste & Conbraco

Tuesday, March 24

8:00 - 5:00 Registration Open

Breakfast in Embassy Suites Dining Area

11:00 - 4:00 Exhibitor Set-up

9:00 - 10:00 First Timer's Meeting

10:00 - Noon **Workshops**

	HHW Workshop
	KAB Workshop
	Business Recycling Workshop
Noon - 2:00	General Session I <i>New Initiatives in Support of Recycling</i>
2:00 - 2:30	Break
2:30 - 4:00	Concurrent Sessions <i>-Recycling Markets Panel</i> <i>-Electronics Recycling</i> <i>-Which Way to the Future</i> <i>-Single Stream Collection</i>
4:30 - 6:30	Grand Opening Reception in Exhibit Hall
	Wednesday, March 25
8:00 - 5:00	Registration Open
	Breakfast in Embassy Suites Dining Area
8:00 - 9:00	Exhibit Hall Opens
	Coffee & Tea Served
9:00 - 10:00	General Session II <i>-Packaging and the Future of Recycling</i>
10:00 - 10:30	Coffee Break in Exhibit Hall
10:00 - 5:30	Silent Auction
10:30 - Noon	Concurrent Sessions <i>-Zero Waste to Landfill</i> <i>-Materials Recovery Facilities (MRF) Panel</i> <i>-Innovations in the Processing and Marketing of C&D Materials</i> <i>-Education and Outreach: So You Think You Can't Do Anymore?</i>
Noon - 1:30	Lunch in Exhibit Hall
1:30 - 3:00	Concurrent Sessions <i>-Plastics - From the Curb to the Store</i>

- Multi-family and Event Recycling: Success Stories*
- Organics Management*
- Give In To Your Inner Nerd – Planning Program Metrics*

3:00 - 3:30	Break in Exhibit Hall
3:30 - 4:30	CRA Town Hall and Business Meeting
4:30 - 6:30	Reception in Exhibit Hall
7:00 - 8:30	25th Anniversary Celebration & Awards Dinner
9:00 - until	HHW Mixer in Night Watch
	Thursday, March 26
8:00 - Noon	Registration Open
	Breakfast in Embassy Suites Dining Area
8:00 - 9:00	Exhibit Hall Opens
	Coffee & Tea Served
9:00 - 10:30	<ul style="list-style-type: none"> Conversation Café - <i>Data Collection Techniques in Solid Waste</i> - <i>Education and Outreach: Advice and Best Practices</i> - <i>Hard to Recycle Items: Collection, Disposal and Outreach Practices</i> - <i>Controversial Topics in the Business of Recycling</i> - <i>MRFs</i> - <i>On the Horizon: What's Next for Recycling Programs</i> - <i>Organics and Food Waste Composting: The Technical and Market Aspects</i> - <i>Plastics #3-7 –Best Practices and Technical Info</i> - <i>Safety Standards, Policies and Best Practices</i> - <i>Single Stream Automation – Switching from Bins to Carts</i> - <i>State Resources of NC-What help is out there for my program or business?</i> - <i>State Resources of SC-What help is available to my program or business?</i>
10:30 - 11:00	Coffee Break in Exhibit Hall
11:00 - 12:30	<ul style="list-style-type: none"> Closing General Session -<i>Advancing Recycling via Policy at the State and Local Level</i>
12:30	Adjourn

11:00 - Exhibit Hall Breakdown
3:00

AGENDA ITEM 5:**SANITATION MATTERS*****B. Request to Apply for a Grant Related to Permanent Household Hazardous Waste Site*****MANAGER'S COMMENTS:**

Ms. Heather Bowen will request authorization to apply for a Mercury Products Recycling grant from the North Carolina Department of Environment and Natural Resources (NCDENR). This would be a secondary grant with the purpose to provide additional funding for the County's proposed Household Hazardous Waste Facility. The maximum amount is \$10,000 with no cash match required. Total grant funds, if awarded, would be \$40,000.

The Board approved funds in the current fiscal year budget to construct and operate a household hazardous waste facility that would allow for enhanced service at the same or current cost being paid for contracted services. County funds budgeted for the project was \$50,000. The Mercury Products Recycling grant would be awarded in conjunction with the 2015 Community Waste Reduction and Recycling grant that the Board previously authorize submittal.

Board action is required to authorize the submittal the of the Mercury Products Recycling grant in the amount of \$10,000 to the North Carolina Department of Environment and Natural Resources for a Household Hazardous Waste Facility.

Watauga County
Sanitation Department
Recycling Office

Memo

To: Deron Geouque
From: Heather Bowen
cc: JV Potter, Donna Watson
Date: February 10, 2015
Re: Request for permission to apply for secondary grant related to the construction of the permanent household hazardous waste facility

This is a request to apply for a secondary grant offered by North Carolina Department of Environment and Natural Resources (NCDENR) that would assist with the construction of the Watauga County Household Hazardous Waste Facility. This new secondary grant is titled: *Mercury Products Recycling Grant* and has a maximum award of \$10,000.00. This grant has no cash match requirement and no date contingency for beginning the project. After speaking with representatives from NCDENR, it was determined that this Mercury Grant could be applied to the installation of the concrete foundation (estimated at \$4,882.00) for the HHW Building since it would be storing hazardous waste materials including mercury products. This would allow the Sanitation Department an earlier start to the project instead of having to postpone initial construction to July 1st, 2015. The grant could also cover costs related to building installation, informative/educational outreach for the public, directional signage, etc. This grant could be awarded in conjunction with the previously presented *2015 Community Waste Reduction and Recycling Grant*. If awarded both grants, this would total grant funding at up to \$40,000.00- nearly the entire amount the county had budgeted for this HHW Facility project.

Overall Project Cost: \$47,324.00 (\$50,000.00 Budgeted)

Total Proposed Grant Requested: \$10,000.00 (In addition to the other grant = maximum of \$40,000.00 in grant funding)

County Match: NONE

Mercury Products Recycling Grant Program

APPLICATION GUIDELINES

N.C. Department of Environment and Natural Resources
 Division of Waste Management
 Division of Environmental Assistance and Customer Service

The purpose of this grant program is to assist local governments in developing, implementing, and expanding recycling programs collecting products containing mercury with particular emphasis on increasing the number of collection sites for fluorescent lights and mercury thermostats. The Division of Environmental Assistance and Customer Service (DEACS) will administer the Mercury Products Recycling Grant Program through the Solid Waste Management Outreach Program with funding assistance from the Division of Waste Management Mercury Switch Program as provided by [NCGS 130A-310.54](#).

With the release of these application guidelines, DEACS is accepting applications for grant funding from municipalities, counties and solid waste authorities seeking to implement or expand programs collecting and recycling mercury containing products from the public. **Applicants should carefully read this entire document prior to submitting an application.** Applicants are strongly encouraged to contact Joe Fitzpatrick at (919) 707-8121 or joseph.fitzpatrick@ncdenr.gov to discuss application requirements and funding options prior to starting work on their grant application.

Eligible Entities:

North Carolina counties, municipalities and solid waste authorities are eligible for funding through the Mercury Products Recycling Grant Program.

Available Funding:

The Division of Environmental Assistance and Customer Service (DEACS) plans to offer grants through the Mercury Products Recycling Grant Program on an ongoing basis for the duration of the funding availability. Approved applications will generally be funded in the order in which they were received.

Successful applicants are eligible for a Mercury Product Recycling Grant award of **up to \$10,000**. The primary purpose of the Mercury Products Recycling Grant program is to help local governments create the infrastructure needed to collect mercury containing products from the public. Grant funding is also available to help pay for program promotion and for recycling costs. There are limitations on the amount of grant funding that can be specifically dedicated to paying for recycling costs – see section titled “Examples of Fundable Activities” for more details.

Grant contracts will only be initiated once all application requirements are met. First time applicants will receive funding priority over return applicants. In the event that funding is not available when an application is submitted, DEACS will place applicants on a waiting list in the order in which they were approved and initiate the contract as soon as funds become available.

Cash Match Requirements:

There is no cash match requirement for participation in the Mercury Product Recycling Grant Program. See section on “Examples of Fundable Activities” for more information on funding limitations.

Due Date:

There is no due-date for Mercury Product Recycling Grant applications. Applications will be accepted year round and grants will be funded on an on-going basis for the duration of funding availability.

Program Requirements:

To be eligible for Mercury Product Recycling Grant Funding a new or existing mercury product recycling program must meet the following criteria:

- Program must accept fluorescent lights and mercury thermostats. The acceptance of other mercury products is desirable but not required.
- Program must accept items from the public at no cost. Programs may accept and manage fluorescent lights from commercial sources, public schools, and/or government facilities, but grant support is not available to assist with the recycling costs of managing mercury products collected by these sources.
- Program must be open to accept materials a minimum of four (4) days per week year-round.

Program Options:

The Mercury Products Recycling Grant Program seeks to assist local governments with funding to increase the recycling of mercury-containing products. Funding will be available for the following program options:

Option 1: Funding for New Program:

Funding is available to establish a new mercury product recycling program that will operate separately from any current Household Hazardous Waste (HHW) program.

Option 2: Funding for Expanding / Enhancing Existing Program:

Funding is available to expand / enhance existing mercury product recycling programs that operate separately from any current HHW program. With this option, grant funds are available to expand the number of collection sites/locations and to support the recycling costs for materials collected by current efforts. Existing programs can only seek grant funding for the support of recycling costs if the program is also seeking to expand or grow mercury product recycling efforts. Grants are available under Program Option 2 to both first-time and return applicants.

Option 3: Funding Support for HHW Collection of Mercury Containing Products:

Funding is available to assist local governments with the collection of mercury-containing products through regularly scheduled HHW collection programs. To be eligible for mercury product recycling grant support for HHW collection efforts, the following conditions must be met:

- The HHW program must be open to accept fluorescent lights or mercury thermostats from the public at least four (4) days a week; **OR**
- The local government must operate a separate mercury product recycling program meeting the standards outlined in the “Program Requirements” section of this document.

Only HHW program costs that can be associated with the management or mercury containing products are eligible for grant funding support. Grants are available under Program Option 3 to both first-time and return applicants.

Examples of Fundable Activities:

Mercury Product Recycling Grant funds may be used to support a wide variety of expenses associated with collecting mercury containing products from the public, including recycling costs paid to vendors for the processing / recycling of the mercury containing products.

The following list provides examples of approved uses of Mercury Product Recycling Grant funds:

- Storage buildings (e.g., sheds),
- Storage containers for receiving materials at collection sites (e.g., deck storage boxes),
- Program materials and packing supplies,
- Thermostat collection box through [Thermostat Recycling Corporation](#),

- Mercury spill kit,
- Education and outreach / program promotional expenses including program signs, brochures, advertising and other promotional costs,
- Mercury thermometer exchange program related costs, and
- Recycling costs for mercury containing products, as follows (continued next page):
 - Program Option 1 or 2 – programs seeking grant support for recycling cost of fluorescent lamps must use one of the vendors on the State of North Carolina [Term Contract 926B](#) and the maximum amount of grant funds that can be used towards payment of recycling costs is limited to \$500.00 per grant award.
 - Program Option 3 – HHW programs seeking grant support for the handling and recycling of mercury containing products will be limited to \$5,000.00 per grant award.

If equipment or materials purchased with mercury product grant funding will be shared by other programs unrelated to the collection of mercury products, then grant funding for those items will be prorated based on the proportion of the item that is dedicated to the management of mercury-containing products.

Grant funds may not be used to pay for employee salaries, for administrative expenses such as overhead costs, for vehicle or equipment related operating expenses, or for program utility expenses. If you have questions about whether a potential expenditure may be eligible for grant funding support, please contact Joe Fitzpatrick at (919) 707-8121 or joseph.fitzpatrick@ncdenr.gov.

Please note: Drum-top bulb crushers **are not** eligible for Mercury Products Recycling Grant Program funding.

Information for Current or Previous Grantees Considering Reapplication:

Previous Mercury Product Recycling Grant recipients are eligible to reapply for Mercury Product Grant Funding under the following conditions:

- The return applicant must have exhausted all originally awarded Mercury Product Recycling Grant funding and they must have successfully completed all requirements associated with their earlier grant contract; and
- Return applicants must be planning to expand or enhance their existing mercury product recycling efforts as a part of their return application for grant funding.

Recurring applicants may seek funding through Program Option 2 or Program Option 3 (see section on Program Options). Grant funding is available to recurring applicants for program supplies, recycling costs, education and outreach efforts, and to expand or enhance their mercury product collection efforts. To ensure that sufficient funds are available for all local governments interested in establishing programs to recycle mercury containing products, when making grant awards priority will be given to first-time applicants.

Other Requirements:

1. **Fluorescent Lights from Public Buildings:** Each applicant must demonstrate that they operate a recycling program to manage fluorescent lights and mercury containing thermostats generated by local government-owned buildings. If applicants do not presently recycle lamps from public buildings then a program to do so must be implemented in order to be eligible for grant funding.
2. **Notification Requirement if collecting at a Permitted Solid Waste Facility:** Local governments establishing collection programs for mercury products at a permitted solid waste facility must provide written notification to the NC Division of Waste Management, Solid Waste Section, attention: Ed Mussler, P.E., Permitting Branch Head, 1646 Mail Service Center, Raleigh NC 27699-1646, Ed.Mussler@ncdenr.gov. Written notification must include facility name and

- address, permit number, a list of mercury containing materials to be collected and a description of the specific location for handling and storage of materials at the permitted facility.
3. **Staff Training Procedures:** Applicants must demonstrate how staff will be trained in the proper handling and storage of all mercury containing materials in accordance with Universal Waste Rules [15A NCAC 13A.0119](#) as well as in proper spill containment and clean-up. Spill response materials and instructions for cleaning up mercury spills to be readily accessible at the storage facility.
 4. **Use of Statewide Convenience Contract:** Fluorescent lights collected through a new or existing recycling program using Mercury Products Recycling Grant Program funds (Program Option 1 or 2) must be sent to one of the approved vendors listed in State of North Carolina [Term Contract 926B](#) if the applicant is seeking reimbursement of recycling costs associated with fluorescent lights.
 5. **Recycling Reimbursement Costs:** Documentation from the recycling vendor must be submitted when requesting reimbursement of recycling costs. For mercury containing materials managed by HHW programs, copies of invoices or manifests must be submitted with requests for reimbursement. HHW programs seeking reimbursement of recycling costs and other reasonable expenses associated with collecting and handling mercury containing materials must submit an HHW Disposal/Recycling Expense Form with their reimbursement request. For a copy of this form, contact Joe Fitzpatrick at (919) 707-8121 or joseph.fitzpatrick@ncdenr.gov.
 6. **Retroactive Costs:** NC Department of Environment and Natural Resources (DENR) grant making rules do not allow for the reimbursement of costs for purchases made prior to the execution of a grant contract. Any grant-related purchases made prior to the grant contract period start date will not be reimbursed. It is estimated that grant contracts will be in place approximately two months after a grant is formally awarded.
 7. **Universal Wastes:** Fluorescent lights and mercury thermostats are Universal Wastes. Collection, storage and transportation of these materials must comply with the Universal Waste Regulations as set forth in [15A NCAC 13A.0119](#). For more information contact Labeed Kady, Division of Waste Management, Hazardous Waste Section, at (919) 707-8229 or labeed.kady@ncdenr.gov.
 8. **Applicant must be in good standing with DENR:**
 - a. Applicants with delinquencies on existing DEACS grants (e.g., failure to submit final report) will not be considered for funding until such delinquencies are corrected.
 - b. All applicants selected for funding will undergo a compliance review to ensure that they do not have any outstanding Notices of Violation (NOV) or Notices of Deficiency (NOD) related to North Carolina solid waste management rules and statutes. Outstanding NOV/NODs must be corrected to the satisfaction of the NC Division of Waste Management prior to any grant being awarded. Applicants with outstanding NOV/NODs are responsible for providing DEACS with information indicating that they are in compliance and that NOV/NODs have been corrected before a grant contract can be initiated.
 - c. Applicants that have failed to complete and submit the required Local Government Solid Waste and Materials Management Annual Report will not be considered for funding.
 9. **Agreement on Final Grant Applications:** As a condition of grant award, DEACS may work with applicants to revise initially submitted proposals before entering into a grant contract. Any changes to initial proposals must be approved by DEACS and the applicant, and the resultant final grant application will become an attachment to the Grant Contract.

Contract Period:

The contract term for grant contracts initiated under this program will be one year. Grantees must expend funds and submit a final report within the contract period unless the contract term is extended by written agreement between the grantee and DENR. Requests for no-cost time extensions should be submitted to the division at least 60 days prior to the contract expiration date. Funds not expended by the end of the

contract period will be forfeited. Any funds expended prior to the start of the contract will not be reimbursed.

Mercury Products Recycling Grant Program Application Requirements:

The following information outlines the mandatory components of the application. Please follow this format.

1. **Contact Information** including:
 - Name and title of main contact
 - Organization
 - Address
 - Telephone and fax numbers
 - E-mail address
2. **Management of Bulbs from Public Buildings:** Provide information on established recycling program for fluorescent lights and mercury containing thermostats from local government owned buildings. Include information on the vendor and or method used to recycle the collected materials.
3. **Program Option and Description:** Please specify whether you are seeking grant support for Program Option 1, 2 or 3. Also, please specify if this is a first-time application or a return application for Mercury Products Recycling Grant funding.
 - If you are applying for grant funding to establish a new program (Option 1), please provide a detailed description of your plan for implementing your program including information on the service provider, collection method and frequency, program hours/days of operation, and the name of vendor to be used for recycling the collected materials. Full disclosure of any fees charged to program users for the collection of any mercury products to be collected must be presented in this program description.
 - If you are applying for grant funding to expand or enhance your current collection of mercury products (Option 2), please provide a description of your current program including information on the service provider, collection method and frequency, program hours/days of operation, and the name of vendor to be used for recycling the collected materials, and data on the amount of mercury products collected by this program in the past. Additionally, please include a description of the planned expansion or program enhancement.
 - If you are applying for grant funding to support the collection of mercury products through your HHW program (Option 3), please provide information showing that your program meets the required operating hours (4 days/week ongoing) or that you have a separate program collecting mercury products that meets this requirement. Additionally, please provide data on the amount of mercury products accepted by this program in the past.
4. **Materials Collected:** List specific mercury containing products to be collected. List must include mercury containing thermostats and fluorescent lights.
5. **Measurement Plan:** Provide a brief description of your plans to track data about program productivity and the amount of mercury products collected.
6. **Staff Training Procedures:** Provide a written statement detailing staff training procedures on proper handling and storage of mercury products (see Other General Requirements item #3 for more information). Vendors on State of North Carolina [Term Contract 926B](#) can help with training needs.
7. **Notification Requirement:** If your program will collect or store materials at a permitted solid waste facility please include copy of notification made to NC DENR, Division of Waste Management (see Other General Requirements item #2 for more information).
8. **Public Outreach Plan:** Provide a detailed description of your public outreach plan. The Outreach Plan should include increased local education and public outreach efforts for recycling

of fluorescent lights and mercury thermostats. **Programs must promote their collection site(s) and program on local government web sites or with www.earth911.org.** Include plans for distributing educational program materials, a list of methods that will be used to educate the community about the program and how program participation will be promoted. If available, please provide examples of any educational brochures, flyers or mailers which you plan to use. DEACS staff is available to provide feedback on and assistance with the development of program brochures and educational and promotional materials. Local governments are encouraged to develop partnerships with electric utilities such as Duke Energy, electrical cooperatives and/or local retailers for the collection of bulbs.

9. **Implementation Timeline:** Provide a timeline for the implementation of activities under this grant. At a minimum includes the date mercury product collection will begin and the date that the final report will be submitted to the state.
10. **Program Budget:** Provide a budget listing items to be purchased using grant funds. Please see the *sample budget* format below for an example on how to prepare your program budget.

Description (Quantity)	Funds Requested
Storage shed for consolidating collected materials (1)	\$1,000
Shelves for Storage Shed(2)	\$500
Containers for receiving mercury products at recycling collection points (3) (e.g., deck storage boxes)	\$300
Program materials and packing supplies	\$150
Recycling cost for collected materials (please estimate quantity of bulbs to be managed, not to exceed \$500 for Program Option 1 or 2*)	\$400
Signs (3)	\$300
Brochures and various educational materials needed for public outreach plan	\$350
Program advertising and outreach	\$400
Mercury Spill Kit (1)	\$50
Thermostat Collection Box (1)	\$25
Support for HHW program efforts to collect mercury products (only necessary if seeking grant program support of HHW efforts). Not to exceed \$5000.00 –only applicable under Funding Option 3.	\$3,200
Total Project Expenditures	\$6,675

* \$500 will cover the recycling cost of 2,083 CFLs or 3,125 standard 4 ft. tubes when utilizing Term Contract 926B.

How to Submit Applications:

Applicants must submit an electronic copy of their proposal. Receipt of all proposals will be acknowledged by e-mail or other correspondence. Submit electronic versions to joseph.fitzpatrick@ncdenr.gov. Please submit electronic versions as a Microsoft Word document.

Other General Terms and Conditions:

All grantees are subject to the terms and conditions listed below. Additional terms and conditions may be addressed in the grant contract and / or listed at the following web site:

<http://portal.ncdenr.org/web/DEACS/recycling/lg/financial-assistance>.

- **EIN and NC E-Procurement Registration** – Grantees will be required to provide the local government's EIN (Federal ID number) and to register with the state's NC E-Procurement system before a contract can be initiated. You may register for NC E-Procurement using the following link: <http://eprocurement.nc.gov/>

- **Publications** – Documents and publications associated with a grant contract should be submitted electronically, though if printed must be printed double-sided on recycled paper containing at least 30 percent post-consumer content.
- **Final Reports** – A draft final report is required to be submitted to DEACS at least 30 days prior to the contract end date, and an approved final report is required to be submitted by the contract end date. Final Reports should be submitted electronically. The final report format will be provided by the assigned grant administrator.
- **Contract Extensions and Amendments** – No-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions should submit a request for a time extension at least 60 days prior to the contract end date. The request for extension must indicate how long the grantee is seeking to extend the project and the reason that the extension is being requested (i.e., why the project cannot be completed on time). Any request for an extension must include a new timeline listing project milestones and must include a new budget if budget changes are also being requested.
- **Reimbursement** – Distribution of DEACS grants funds is on a reimbursement basis. Requests for reimbursement can only be made after the grantee has spent funds on the grant project. Reimbursement requests must be submitted electronically, must be submitted on letterhead, must include copies of invoices, and must include proof that the grantee has made payment. Proof of payment may include copies of cancelled checks or other financial reports showing that funds were spent. State and local sales taxes are not reimbursable, may not be counted towards expenditure requirements, and should be excluded from reimbursement requests. Payment of grant proceeds may be made by checks or electronic draft, and funds are usually distributed between 15 and 30 days after a reimbursement request is received and approved by DEACS.
- **Final 10 Percent of Funds** – DEACS will continue to reimburse grantees until 90 percent of the grant award amount has been expended. The final 10 percent of funds will be held until an acceptable final grant contract report has been received and approved by DEACS. The final report must be received by the contract end-date. All final requests for reimbursement must be received within 45 days of the contract end-date or all unpaid grant funds will be forfeit.

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AGENDA ITEM 6:

FINANCE MATTERS

A. Sale of Real Property on GovDeals

MANAGER'S COMMENTS:

Ms. Margaret Pierce, Finance Director, will request the Board adopt the enclosed resolutions authorizing the sale of property to include the Brown Farm Ridge, Inc. and Mill Ridge properties. All of the properties in question were donated to the county. The Board already declared the properties surplus and the adoption of the included resolutions are necessary to start the sale process.

The minimum bid request for the properties will be the current tax value. In the event the properties do not sell, staff will request the minimum bid amount be reduced in an effort to sell the properties.

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



WATAUGA COUNTY FINANCE OFFICE

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

MEMORANDUM

TO: Deron Geouque, County Manager

FROM: Margaret Pierce, Finance Director

SUBJECT: Sale of Real Property on GovDeals

DATE: February 23, 2015

Attached please find two resolutions. The first is a resolution authorizing the sale of property located off Daniel Drive, Boone, NC. This property was donated to Watauga County by Brown Farm Ridge, Inc. The property is approximately 3.0 acres and can be referenced at PIN #2930-65-1811-000. The second is a resolution authorizing the sale of properties located in Mill Ridge, Banner Elk, NC. These properties were donated to Watauga County by Mary Ann Lazarides. The properties are approximately .05 and .15 acres and can be referenced at PIN #1888-05-2526-000 and #1888-05-1563-000 respectively.

The Board previously declared these properties surplus and requested staff list them for sale. All properties are set with a minimum opening bid equal to the current tax value. Bids will be accepted until Monday, March 30, 2015. After bids are received, the high bids will be presented to the Board and can be accepted or rejected by the Board.

Separate Board actions on the attached resolutions are requested.

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE
WATAUGA COUNTY BOARD OF COMMISSIONERS
AUTHORIZING THE SALE OF PROPERTY OFF DANIEL DRIVE, BOONE, NC**

WHEREAS, the County of Watauga owns a 3.00 acre tract located off Daniel Drive, Boone, NC, Parcel ID 2930-65-1811-000 in the Watauga County tax maps; and

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

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

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

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

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

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

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

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

The Browns' Farm Ridge, Inc property was acquired by Grantor as tract two in deed book of records 325 at page 195, Watauga County Registry.

2. The County will accept bids for the property until Monday, March 30, 2015.
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, April 7, 2015.
4. The minimum opening bid for this property shall be \$26,300.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for all property survey, deed preparation, attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

ADOPTED this the 3rd day of March, 2015.

Jimmy Hodges, Chairman
Watauga County Board of Commissioners

ATTEST:

Anita J. Fogle, Clerk to the Board

(SEAL)

STATE OF NORTH CAROLINA

COUNTY OF WATAUGA

**RESOLUTION OF THE
WATAUGA COUNTY BOARD OF COMMISSIONERS
AUTHORIZING THE SALE OF LOTS F-30 AND F-32 OF SECTION ONE IN MILL RIDGE,
BANNER ELK, NC**

WHEREAS, the County of Watauga owns two tracts located in Mill Ridge, Lot F-30 of Section One (.05 acres), Parcel ID 1888-05-2526-000 and Lot F-32 of Section One (.15 acres), Parcel ID 1888-05-1563-000 in the Watauga County tax maps; and

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

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

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

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

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

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

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

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

Tract One: Being all of Lot F-30 in Section One of the property known as Mill Ridge, as shown on plat thereof recorded in Map Book 6 at Page 39 of the Watauga County, NC Public Registry.

Tract Two: Being all of Lot F-32 in Section One of the property known as Mill Ridge, as shown on plat thereof recorded in Map Book 6 at Page 39 of the Watauga County, NC Public Registry.

2. The County will accept bids for the property until Monday, March 30, 2015
3. The record of bids shall be reported to the Board of Commissioners at their regular meeting on Tuesday, April 7, 2015.
4. The minimum opening bid for this property shall be \$18,100.
5. The Board of Commissioners will determine the highest responsible bidder for the property and has discretion to award the bid.
6. To be responsible, a bid deposit of five percent (5%) of the amount of the bid must be paid within five business days after close of auction. The deposit of the bidder to whom the award is made will be held until the sale of the property is closed; if that bidder refuses at any time to close the sale, the deposit will be forfeited to the County. Final payment and close of sale must be accomplished within 60 days after close of auction. Bidder is responsible for all property survey, deed preparation, attorney and recording costs associated with the deed transfer.
7. In addition, to be responsible, a bidder must be current on payment of all property taxes owed to the county.
8. The County reserves the right to withdraw the property from sale at any time and the right to reject all bids.
9. This Resolution is adopted pursuant to the provisions of North Carolina General Statutes § 153A-176, 160A-266, and 160A-270.

ADOPTED this the 3rd day of March, 2015.

Jimmy Hodges, Chairman
Watauga County Board of Commissioners

ATTEST:

Anita J. Fogle, Clerk to the Board

(SEAL)

AGENDA ITEM 6:**FINANCE MATTERS*****B. Bid Award for Audit Contract for FY 2014-2015*****MANAGER'S COMMENTS:**

Ms. Pierce will present the bids recently received for the County's audit service. Three (3) firms, including the County's current provider, responded to the request for proposals. After careful review and consideration staff is recommending Misty Watson CPA, PA in the amount of \$37,000 for a three (3) year period. The \$37,000 is guaranteed for the three (3) year contract period. The Local Government Commission recommends changing audit firms every five (5) years as a best management practice. However, due to GASB changes over the past several years staff felt it was more important to remain with our current provider to reduce any potential issues related to the GASB changes.

Board action is required to award the bid for audit services to Misty Watson CPA, PA firm in the amount of \$37,000 for a three (3) year period to commence with fiscal year 2015.



WATAUGA COUNTY FINANCE OFFICE

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

MEMORANDUM

TO: Deron T. Geouque, County Manager
FROM: Margaret Pierce, Finance Director
SUBJECT: Audit Contract for FY 14-15
DATE: February 24, 2015

County staff issued Requests for Proposals (RFPs) to six local and regional firms. The RFPs were for auditing services for fiscal year ending June 30, 2015 with the ability to contract for three fiscal years. The County's most recent audit fee was \$40,000 with agreed upon procedures for fire departments at \$700 each.

	<u>Bryce Holder,</u> CPA, PA	<u>Misty Watson,</u> CPA, PA	<u>Martin Starnes &</u> <u>Associates, CPAs, PA</u>
Audit Services			
FY 2014-15	\$ 40,000	\$ 37,000	\$ 45,000
FY 2015-16	40,800	37,000	46,350
FY 2016-17	41,600	37,000	47,750
Agreed Upon Procedures (price per fire department)			
FY 2014-15	\$ 750	\$ 700	\$ 1,500
FY 2015-16	765	700	1,500
FY 2016-17	780	700	1,500

All pricing is considered to be a not to exceed amount for the fiscal year noted. All three firms met the minimum requirements listed in the RFP. Holder and Watson are both based out of Watauga County, with Martin Starnes based Catawba County. Based on the pricing and evaluation of the RFPs, staff is recommending acceptance of the three year pricing proposed by Misty Watson, CPA, PA and audit contract attached. The LGC requires annual contract approval by the Board.

LGC-205 (Rev. 2014)

CONTRACT TO AUDIT ACCOUNTSOf Watauga County

Governmental Unit and Discretely Presented Component Unit (DPCU) if applicable

On this 3rd day of March, 2015,Auditor: Misty Watson, CPA, PAAuditor Mailing Address: PO Box 2122, Boone, NC 28607

Hereinafter referred to as The Auditor

and the Board of Commissioners(Governing Board (s)) of Watauga County

: hereinafter referred to as the Governmental Unit (s), agree as follows:

Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

Contract to Audit Accounts (cont.) Watauga County

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: lgc.invoice@nctreasurer.com. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit not to exceed \$37,000.00 _____

Preparation of the annual financial statements _____

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$ 27,750.00** **** NA if no interim billing**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

Watauga County

Contract to Audit Accounts (cont.)

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at www.nctreasurer.com for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

Contract to Audit Accounts (cont.) Watauga County

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Misty Watson, CPA, PA

Name of Audit Firm

By Misty Watson

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

misty@mistywatsoncpa.com

Email Address of Audit Firm:

Date March 3, 2015

Governmental Unit Signatures:

By Jimmy Hodges, Chair, Board of Commissioners

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date March 3, 2015

By N/A

DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date

Unit Signatures (continued):

By N/A

Chair of Audit Committee - Type or print name

Signature of **Audit Committee Chairperson**

Date

** If Governmental Unit has no audit committee, this section should be marked "N/A." **

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Margaret M. Pierce

Governmental Unit **Finance Officer**: Type or print name

Finance Officer Signature

margaret.pierce@watgov.org

Email Address of Finance Officer

Date March 3, 2015

(Pre-audit Certificate **must be dated.**)

Date Governing Body Approved Audit Contract - G.S. 159-34(a)

March 3, 2015

Board Approval Date - Primary Government

Board Approval Date - DPCU

Contract to Audit Accounts (cont.)

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – **NEW**: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – if the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx>
5. Item No. 9 – Complete the fee section as in the past but please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/lfm/forms-instructions/Pages/Annual-Audit-Forms-and-Resources.aspx> - Auditors and Audit Fees. Please call or email Steven Holmberg of our office at 919-807-2394 steven.holmberg@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?
 - For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? See previous bullet point regarding variable fees.
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
6. Item No. 16 – If there is a reference to an engagement letter or other document (ex: Addendum), has the engagement letter or other document been acknowledged by the Governmental Unit and attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*

Contract to Audit Accounts (cont.)

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

- b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Item No. 22 – E-verify requirements now apply to **all municipal and county contracts**, including the audit contract. There is no e-verify requirement for the audit contract for other types of entities. The best approach to meeting e-verify requirements may be for the municipal or county local government to have its vendors with 25 or more employees in the State of North Carolina sign a document attesting that they have complied with the e-verify requirements for their staff and their sub-contractors. This language is included in Item 22 of the audit contract. Any municipal or county contracts executed Sept 4, 2013 or later whose audit firm has 25 or more employees in the State of North Carolina will need the addendum/language and will be returned to the unit if it is not included. If the e-verify requirements do not apply to your contract, either because you are a city or county but your audit firm has less than 25 employees, or you are an entity to which e-verify does not apply, please mark Item #22 “N/A” or exclude Item #22 by specifically excluding it in Item #23.
8. Signature Area – Make sure all signatures have been obtained. **The contract must be approved by your Governing Board pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
- Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - Has the pre-audit certificate been signed and dated by the appropriate party?
 - Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated in Item 9 of the contract.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract and is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF copy. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the

Contract to Audit Accounts (cont.)

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable
most current submission process which can be obtained at the NC Treasurer's web site –
https://www.nctreasurer.com/slg/lfm/audit_acct/Pages/Accounting-Services.aspx

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AGENDA ITEM 7:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Boards and Commissions

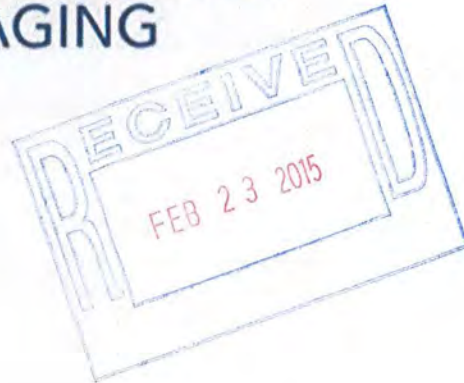
MANAGER'S COMMENTS:

Watauga County Adult Care Home Advisory Committee

Mr. Harold Eller's term expired February 18, 2015. Mr. Eller is willing to continue to serve an additional three-year term if so appointed. This is a first reading and, therefore, no action is required at this time.



AREA AGENCY
on AGING



February 18, 2015

Anita Fogle
Clerk to the Board
814 West King Street
Suite 205
Boone, North Carolina 28607

Dear Ms. Fogle,

The term of appointment of Mr. Harold Eller to the Watauga County Adult Care Home Community Advisory Committee will expire February 18, 2015. He has indicated his willingness to be re-appointed for a three year term. During his first term over the past year he has been an active participant and has been a vocal advocate for the residents at Deerfield Ridge and Mountain Care.

Please submit Mr. Eller's name to the Commissioners for their consideration and let me know their decision at your earliest convenience.

Also attached is a current roster of the committee for your records.

Kindly,

A handwritten signature in black ink, appearing to read "Laura Jane Ward".

Laura Jane Ward
Regional Long-term Care Ombudsman

Enclosures

RENOMINATION FORM
LONG TERM CARE
COMMUNITY ADVISORY BOARD

Nominee Background InformationName: J. HAROLD ELLERHome Address: 924 Old Hwy 421 S Phone (H) 828-262-5188Boone, H.C. 28607 Phone (W) _____Business Address: N/A Phone (W) _____

_____ Zip Code _____

Email Address: _____

Occupation: RETIREDNumber of hours per month for this position: 67 -Education: BS DEGREE - BUSINESS & ECONOMICSBusiness and civic experience and skills: BANK MGMT + REAL ESTATE SALES -VARIOUS CLUBS, BOONE JAYCEES, BOITON, SENIOR COMPANION PROGRAM,Areas of expertise and interest/skills: MGMT + SALES. HAVE BEEN AFFILIATED WITHSENIOR COMPANION/FOSTER GRANDPARENTS PROGRAM MULTIPLE YEARS. FEEL NEED FOR SENIOR CARE

THE FOLLOWING PERONS ARE EXCLUDED BY LEGISLATION FROM SERVING ON THE COMMITTEE:

1. Persons or immediate family members of persons with a financial interest in a home served by a committee.
2. An employee or governing board member or immediate family member of an employee or governing board member of a home served by a committee. (A person paid by a home as a consultant is considered an employee.)
3. The immediate family member of a patient in a home served by a committee. An "Immediate family member" is defined as a mother, father, sister, brother, spouse, child, grandmother, grandfather, and in-laws of the above.

I CERTIFY THAT NONE OF THE EXCLUSIONS LISTED ABOVE APPLY TO ME. I UNDERSTAND THAT I MUST NOTIFY THE OMBUDSMAN IMMEDIATELY IF MY SITUATION CHANGES WITH RESPECT TO THE ABOVE EXCLUSIONS.

J. Harold Eller
 Signature of Applicant

2-14-15
 Date

Nomination form submitted by:

J. Wood 2/18/15

Watauga County Adult Care Home Community Advisory Committee

Roster and Appointments

Evelina Idol—Chairwoman
212 Whispering Pines Road
Boone, NC 28607
828-264-2042
Reappointed: 6/17/2012
Expires:6/17/2015

Patricia Taylor
1190 Fairway Drive
Boone, NC 28607
828-264-4193
Reappointed: 3/4/2014
Expires: 3/4/2017

Angie Greene
795 Greenway Road
Boone, NC 28607
828-264-8021
Reappointed: 3/4/2014
Expires: 3/4/2017

Glenda Hodges
810 Parkcrest Drive
Boone, NC 28607
828-264-3529
Reappointed: 1/17/2013
Expires: 1/17/2016

Harold Eller
924 Old Hwy. 421 S
Boone, NC 28607
828-262-5188
Appointed: 2/18/2014
pending reappointment

Revised February 2015

AGENDA ITEM 7:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Announcements

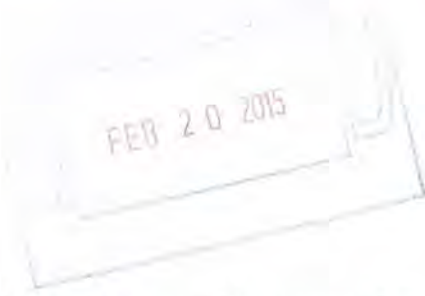
MANAGER'S COMMENTS:

The Board is invited to attend the Cooperative Extension's Annual "Report to the People" luncheon which is scheduled for Tuesday, March 3, 2015, at the Watauga County Agricultural Conference Center at 11:45 A.M.

North Carolina Cooperative Extension Service

NC STATE UNIVERSITY

Watauga County Center
North Carolina Cooperative Extension
971 West King Street
Boone, NC 28607
828-264-3061 (Phone)
828-264-3067 (Fax)



TO: Watauga County Commissioners, Manager, and Department Heads
Town of Boone Mayor, Council Members, Manager, and Department Heads
Watauga County Advisory Council Members
Boone Area Chamber of Commerce President
Members of Local News Media
Members of the US House of Representatives
Members of the State House of Representatives and State Senate
District Extension Director
A & T State University Administration
Other Interested Citizens

FROM: Dr. Jim Hamilton *Jim Hamilton* (ed)
County Extension Director

DATE: February 17, 2015

RE: Report to the People Luncheon

Please join us for our annual "Report to the People" luncheon on Tuesday, March 3, 2015, at the Watauga County Agricultural Conference Center, 252 Poplar Grove Road. A "local food" lunch will be provided at 11:45 a.m.

After lunch, there will be a presentation on Watauga Extension's *highlights, accomplishments, and updates* and time to visit with our county agents to share information about their programs.

Please call 828.264.3061 to RSVP by Monday, March 2.

AGENDA ITEM 8:

PUBLIC COMMENT

AGENDA ITEM 9:

BREAK

AGENDA ITEM 10:

CLOSED SESSION

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