

Public Service Announcement

In order to maintain the safety of County residents, the Watauga County Board of Commissioners Meeting scheduled for 5:30 P.M. on Tuesday, April 21, 2020, will be conducted electronically. The Board Packet, including the agenda, is available on the County's website at:

http://www.wataugacounty.org/App_Pages/Dept/BOC/boardpacket.aspx

The public may access this meeting by calling: +1 929 205 6099

Once you call, you will be prompted to enter the following:

Meeting ID: 924 5262 5159

Password: 12345

The County is making every effort to ensure that the public is able to, not only listen to the meeting, but also to participate in the public comments portion. You may submit public comment by email to: public.comments@watgov.org or by mail to:

Clerk to the Board of Commissioners
814 West King Street, Suite 205
Boone, NC 28607

Public comments received by 5:00 P.M. on Monday, April 20, 2020, will be available to view by the time of the meeting (April 21, 2020, at 5:30 P.M.) on the County's website at: http://www.wataugacounty.org/App_Pages/Dept/BOC/boardpacket.aspx

A recording of this meeting will be available by 5:00 P.M. on Wednesday, April 22, 2020, on the County's website at:

http://www.wataugacounty.org/App_Pages/Dept/BOC/boardpacket.aspx

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

**TUESDAY, APRIL 21, 2020
5:30 P.M.**

**ELECTRONIC MEETING ORIGINATING FROM THE
WATAUGA COUNTY ADMINISTRATION BUILDING
MANAGER'S CONFERENCE ROOM**

TIME	#	TOPIC	PRESENTER	PAGE
5:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: April 7, 2020, Regular Meeting April 7, 2020, Closed Session		1
	3	APPROVAL OF THE APRIL 21, 2020, AGENDA		11
5:35	4	CORONAVIRUS (COVID-19) COMMUNITY UPDATE	MS. JENNIFER GREENE	13
5:40	5	ACCEPTANCE OF DONATION TO SHERIFF'S OFFICE AND PURCHASE OF EQUIPMENT	CAPTAIN JUSTIN WOOD	15
5:45	6	ECONOMIC DEVELOPMENT COMMISSION'S REQUEST TO ESTABLISH A LOCAL EMERGENCY LOAN PROGRAM FOR SMALL BUSINESSES	MR. JOE FURMAN	17
5:50	7	REQUEST FOR APPROVAL OF CIVIL PENALTY	MR. JOE FURMAN	43
5:55	8	EMERGENCY MANAGEMENT REQUEST TO PURCHASE RADIOS AND ACCESSORIES	MR. WILL HOLT	51
6:00	9	TAX MATTERS A. Monthly Collections Report B. Refunds & Releases	MR. LARRY WARREN	63 65
6:05	10	ANNE-MARIE PARK PAVING BID AWARD REQUEST	MR. ROBERT MARSH	73
6:10	11	MISCELLANEOUS ADMINISTRATIVE MATTERS A. Acceptance of Recreation Trails Grant for Rocky Knob Park B. Boards and Commissions C. Announcements	MR. DERON GEOUQUE	81 111 113
6:15	12	PUBLIC COMMENT	BY WRITTEN SUBMISSION	114
6:20	13	BREAK		114
6:25	14	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3)		114
7:00	15	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

April 7, 2020, Regular Meeting

April 7, 2020, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, APRIL 7, 2020**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, April 7, 2020, at 8:30 A.M. remotely with the meeting originating in the Manager's Conference Room located in the Watauga County Administration Building, Boone, North Carolina.

PRESENT VIA ELECTRONIC MEANS:

John Welch, Chairman
 Billy Kennedy, Vice-Chairman
 Larry Turnbow, Commissioner
 Charlie Wallin, Commissioner
 Perry Yates, Commissioner
 Andrea Capua, County Attorney
 Deron Geouque, County Manager
 Anita J. Fogle, Clerk to the Board

Chairman Welch called the remote electronic meeting to order at 8:34 A.M. by calling roll and having each Commissioner respond. Chairman Welch also stated that the meeting was being recorded and the audio would be posted on the County's website.

Commissioner Wallin opened with a prayer and Commissioner Turnbow led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Welch called for additions and/or corrections to the March 17, 2020, regular meeting and closed session minutes.

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to approve the March 17, 2020, regular meeting minutes as presented.

VOTE: Aye-5
 Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to approve the March 17, 2020, closed session minutes as presented.

VOTE: Aye-5
 Nay-0

APPROVAL OF AGENDA

Chairman Welch called for additions and/or corrections to the April 7, 2020, agenda.

Commissioner Wallin, seconded by Commissioner Turnbow, moved to approve the April 7, 2020, agenda as presented.

VOTE: Aye-5
Nay-0

WATAUGA COUNTY BOARD OF COMMISSIONERS ELECTRONIC MEETING POLICY

County Manager Geouque presented a proposed Electronic Meeting Policy to be used to navigate the meeting process during times when the County was under a State of Emergency Order such as the current COVID-19 health crisis. County Attorney Capua stated that she had looked closely at all directives; the proposed policy was consistent with similar policies; and, therefore, was comfortable to defend it, if necessary.

Commissioner Yates, seconded by Commissioner Turnbow, moved to adopt the Electronic Meeting Policy as presented by the County Manager.

VOTE: Aye-5
Nay-0

CORONAVIRUS (COVID-19) COMMUNITY UPDATE

Ms. Jennifer Greene, AppHealthCare Director, provided an update on the Coronavirus (COVID-19) pandemic. The report was for information only and, therefore, no action was required.

REQUEST FOR CAPITAL IMPROVEMENT PROJECT (CIP) FUNDS

Ms. Ly Marze, Watauga County School Finance Director, gave a brief update on behalf of School Superintendent, Dr. Scott Elliott, who was in another meeting. Ms. Marze thanked the Board for continued support and funding. Ms. Marze stated that Watauga County Schools were able to transition to remote learning easier than some counties due to the support of the County which has allowed for student laptops and other needs. The School System continues to teach and feed children through the Coronavirus (COVID-19) pandemic with fifty thousand (50,000) meals over the past three weeks including the use of vehicles and buses to deliver to doorsteps. Ms. Marze stated that the School System hadn't stopped moving forward and was still doing great things that couldn't be done without the County's support.

Ms. Marze then requested the release of \$529,290 from Capital Improvement Plan funds reserved for the School System to fund the following projects:

Pavement Repair/Resurface	160,000
Roof Maintenance	45,000
Security Cameras	100,000
HVAC / Sewer Pump Replacements	10,000
Repeater System	19,000
Fuel Island	30,000
Classroom Presentation Technology	80,000

Facilities - Furniture/Equipment	55,290
Facilities - Central Office Renovation	<u>30,000</u>
TOTAL:	\$529,290

Ms. Marze also requested the release of \$42,222 from Long Term Capital funds for the carryover of the pavement repair project funded in Fiscal Year 2019.

Discussion was held as to whether the items listed were categorized in the proper funding lines. County Manager Geouque stated that further in depth discussions could be held during the planned upcoming budget work session with the School Board in May. Mr. Geouque stated that the School System received Current Capital Funds (for normal yearly operations) from the County as well as two forms of Long Term Capital Funds; one for immediate capital improvement projects and the other for new school construction. Mr. Geouque clarified that the request was not for funds designated for new school construction. Dr. Elliott was able to join the remote meeting briefly. He shared his appreciation for the flexibility in how the funds have been used and stated that this request was a function of their budget process. Dr. Elliott reiterated that the funds requested were not coming from the new school construction budget line. Mr. Geouque stated that the school also had access to NC Lottery funds but those funds had to be spent in a very specific nature.

Dr. Elliot also thanked the Board for continued support which allowed the school system to move to remote learning in a one week time period.

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to release the \$571,512 from the School's Capital Improvement Plan balances.

VOTE: Aye-5
Nay-0

REQUEST FOR FUNDS TO UPGRADE AND PROFESSIONALIZE THE DOC WATSON MUSEUM AT THE HISTORIC COVE CREEK SCHOOL

For his presentation, Mr. David Tyner read from the following statement:

“I am here to address a previous request CCP&D made for a matching grant. Ms. Karen James, who is working with the Cove Creek Preservation & Development (CCP&D), requested at a previous County Commission on Sept. 18, 2018 that she planned to apply for a grant through the Blue Ridge National Heritage Area. If awarded, the funds would be used to hire a Museum Consultant to review the available space and develop a master plan to ensure the feasibility of enhancing the Doc Watson Museum in the Historic Cove Creek School. The Blue Ridge Grant required partner funds 50% of the grant award amount. Ms. James requested Watauga County partner by committing to provide \$15,000. After reviewing the minute archives of that meeting a discussion was held regarding this being an appropriate request for the TDA.

Later in April of 2019 CCP&D was awarded the grant for \$10,000 from Blue Ridge National Heritage Area. The expenses eligible for reimbursement included services of a museum consultant, project coordination, and other project expenses approved by the Blue Ridge staff. Ms. James began working with Nancy Watson daughter of Doc Watson in the spring of 2019 for advice on the museum. Nancy being the heir and legal owner of Doc Watson name and all things related to the museum had to be approved by her.

In June of 2019 the museum upgrade project ran into problems beyond our control. First Ms. James resigned from the project due to family illness. I attempted to pick up where she left off working with Nancy Watson. Then Nancy became very ill as she already suffers with ongoing health problems. Without her being able to give advice and blessings on our moving forward we had no choice but wait on her health to improve which in the last couple of months her health has improved. She has been able to give us limited assistance with the Watson family history and memorabilia for the museum.

We were very fortunate that Jeff Futch, Regional Supervisor, of the Western Office of the North Carolina Department of Natural and Cultural Resources came to us to help. In January he visited our museum and in February he brought employees from two other museums to consult us and give us professional advice on how we need to proceed with the museum upgrades and improvements. Jesse Bricker, exhibit designer and coordinator of Mountain Gateway Museum and Heritage Center gave us valuable advice and designs how to precede that pleased Nancy's request to make the museum improvements that Doc and Merle Watson would be proud of. Jesse has a Master's degree in Public History. Mountain Gateway Museum in Old Fort NC is a regional branch of the NC Museum of History, part of the Division of the state History Museums in the Office of Archives and History in the NC Dept. of Natural and Cultural Resources. Their mission is to preserve and interpret the culture, traditions, and history of Carolina's mountains and foothills. Their exhibit outreach for the 39 counties of Western NC is to provide support in Museum quality exhibit planning, consultation, design, and fabrication assistance. This service was provided as a service by the NC Dept. of Natural and Cultural Resources. Also present that day to give us more valuable advice was Zach Dressel, Curatorial Assistant at the Blowing Rock Museum. Zack has a Master's Degree in Museum Studies.

With one problem solved, we still faced one more obstacle. Our Blue Ridge grant has an end date of April 2020. The original grant gave us one year to complete our upgrades. With only two months left before our grant expired I wrote letter to Rob Bell, Senior Director of Programs for Blue Ridge National Heritage Area requesting a grant change and extension to complete the museum upgrades. I had to submit revised Grant Budget Forms, line item budget time lines and people and organizations who would be involved with the project, as well as estimates on work to be done. A lot of work involved in a short time to hopefully save our grant.

I received the good news from Rob on March 16th that the BRNHA board approved the extension request and change of scope. It is conditional upon two things. First is confirmation of matching funds from the TDA and/or another source. The second is the blessing of the State Historic Preservation Office since the building is listed on the National Register. Rob helped us out by already submitting our project to the State Historic Preservation Office system.

The CCP&D request today is that the County Commission approve the matching funds of \$10,000 with the Blue Ridge National Heritage Area for the Doc and Merle Watson Folk Art Museum upgrades and improvements. Our goal today and for over a year was to have these upgrades and improvements completed by the 20th anniversary of the Doc and Rosa Lee Music Fest in Sugar Grove on July 18th.

With the ongoing covid-19 pandemic in our country it appears we may have to postpone our music event until next year, but we will continue to make the museum upgrades/improvements to hopefully be completed by the end of July. Regardless of this request outcome and when it is safe to visit, we would like to invite our county commissioners and TDA board members to view the museum as soon as the upgrades and improvements are completed before we open to the public. These upgrades are going to be a surprise with the amount of Doc Watson memorabilia that will be on display that has never been displayed before.

Thank you once more for your consideration of this second request for the matching funds.”

Commissioner Yates, seconded by Commissioner Turnbow, moved to authorize the \$10,000 match for the Blue Ridge National Heritage Area grant as requested with funding to come from the County if not available from the Tourism Development Authority.

County Manager Geouque stated that, due to the potential financial impact of the COVID-19 health emergency, staff recommended approving the request only if the Tourism Development Authority (TDA) was to provide the match.

After discussion, the following vote was taken on Commissioner Yates’ motion:

VOTE: Aye-5
Nay-0

REQUEST FOR NC COOPERATIVE EXTENSION TO PARTNER WITH APPALACHIAN STATE UNIVERSITY ON GRANT PROJECT FOR VETERAN FARMERS

Mr. Jim Hamilton, Cooperative Extension Director, presented a proposal for Watauga County Cooperative Extension and Watauga County to support Appalachian State University’s proposal to the U.S. Department of Agriculture (National Institute of Food and Agriculture) entitled “Going Whole Hog: Sustainable Livestock and Agroforestry Training for Military Veterans.”

The Watauga County Extension, through Watauga County, would enter into a subcontract for the performance period of September 15, 2020, to September 14, 2023. Mr. Eddy Labus, Livestock Extension Agent who is also a veteran, would serve as the main contact for the proposal. The work performed for the project would be to create learning modules for veterans entering into agriculture; primarily pig production. The estimated cost was not to exceed \$25,000. Grant monies would be reimbursed to Watauga County to cover Mr. Labus' portion of salary and benefits over the three years for his efforts on the project. The proposal was submitted to the USDA in March and confirmation of award would come in a few months.

Commissioner Turnbow, seconded by Commissioner Yates, moved to commit \$25,000 for the proposed subcontract as presented by Mr. Hamilton.

VOTE: Aye-5
Nay-0

ECONOMIC DEVELOPMENT COMMISSION (EDC) ALLOCATION RECOMMENDATION TO HIGH COUNTRY FOOD HUB

Mr. Joe Furman, Economic Development Director, stated that the Economic Development Commission (EDC) approved a request from Blue Ridge Women In Agriculture (BRWIA) for help in funding the purchase of a cooler. The cost of the cooler was \$18,000. The Food Hub planned to reallocate \$8,158.45 from their "Serving Target Customers" line to cover a portion of the cost. The EDC approved to allocate the remaining amount of \$9,841.55 for the walk-in cooler and shelving units. The EDC requested approval of an allocation of \$9,841.55 from the Economic Development Capital Reserve Account.

Commissioner Yates, seconded by Commissioner Wallin, moved to approve the allocation of \$9,841.55 from the Economic Development Capital Reserve Account to the High Country Food Hub for the purchase of a cooler.

VOTE: Aye-5
Nay-0

BID AWARD REQUEST FOR THE COMPLETION OF THE GUY FORD ROAD PADDLE ACCESS

Mr. Joe Furman, Planning and Inspections Director, recently received the following bids for completion of the Guy Ford Road paddle access:

Bidder's Name	Lump Sum Bid	Additional Item #1	Additional Item #2
	Items 1-15	Remove and replace unsuitable material Bid Cost per CY	BX-11 Geogrid (Installed) Bid Cost per SY
VPC	\$200,268.59	\$23.79	\$3.97
Moretz Paving	\$158,733.94	\$35.00	\$3.00
Tri County Paving	\$117,697.48	\$75.00	\$8.00
PADCO Excavating	\$140,856.96	\$35.00	\$3.50

The low bid, from Tri-County Paving, Inc., out of West Jefferson, was \$117,697.48. Current funding available from Tourism Development Authority (TDA) was \$110,000. Mr. Furman presented two options which would allow for the project to move forward: 1) work with the low bidder to reduce the bid to the current funds available or, 2) request additional funds from the TDA. Mr. Furman stated that the handrails for the top of the retaining wall specified in the bid from Tri County Paving were very expensive and he felt that a different railing could be used to get the costs below the amount available from the TDA.

Commissioner Yates moved to award the contract to Tri-County Paving, in the amount of \$117,697.48, contingent upon the amount being reduced to the current funds available from the Tourism Development Authority (TDA). Commissioner Turnbow seconded the motion with the caveat that, in the event costs could not be reduced to under the TDA's \$110,000; Mr. Furman was to let the County Manager know.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Watauga County Humane Society Request to Apply for Small Business Loan Under the Recently Enacted CARE Act

County Manager Geouque stated that the Watauga Humane Society had requested permission, as required by the terms of their loan document with the County, to apply for a Small Business Administration (SBA) Loan under the recently enacted CARE Act.

Per the provisions of the Act, specifically the Paycheck Protection Program, it was the Humane Society's understanding that 501(c)3 organizations were eligible to apply for a loan equal to 2½ times their monthly payroll. The proceeds from the loans would be forgiven if used to pay employees' salaries, the organizations' utility costs, and interest on indebtedness over a period of the next eight weeks. It was the Humane Society's intent to use the loan proceeds for these purposes and the estimated amount was projected to be around \$50,000.

The County Manager stated that the loan application was due on Friday, April 3, 2020, and, therefore, authorization was given by staff to submit the application with the understanding that should the Commissioners not support the request it would be withdrawn from consideration.

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to authorize the Humane Society to proceed with the Small Business Administration (SBA) Loan Application under the CARE Act as requested.

VOTE: Aye-5
Nay-0

B. Vehicle Purchase

County Manager Geouque stated that Sheriff Hagaman's vehicle was totaled in February 2020. The insurance paid \$12,947 for the total loss of the vehicle. The Sheriff's office requested to utilize the insurance payment along with excess funds in the vehicle capital outlay budget line to purchase one (1) new 2020 Dodge Durango SUV from Ilderton Dodge in the amount of \$30,109.81, including tax and tag.

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to approve the purchase of one (1) new 2020 Dodge Durango SUV from Ilderton Dodge for \$30,109.81, including tax and tag.

VOTE: Aye-5
Nay-0

C. Announcements

County Manager Geouque announced the following:

- The Caldwell Community College and Technical Institute Building Dedication and Open House scheduled for Tuesday, April 7, 2020, at 5:30 P.M. has been cancelled.
- The Watauga Compassionate Community Initiative 2020 Conference was scheduled to be held on Saturday, May 16, 2020, from 8:00 A.M. to 3:15 P.M. at Watauga High School. The County Manager anticipated that the event dates may change due to the coronavirus pandemic and would keep the Board informed of any such changes.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

At 10:11 A.M., Commissioner Turnbow, seconded by Commissioner Wallin, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

The following lawsuits were included in discussion during closed session:

Town of Boone Lawsuit Regarding Sales Tax Distribution
Robert H. Johnson, Plaintiff, vs. Keri L. Triplett and Beth Berry, Defendants

VOTE: Aye-5
Nay-0

Commissioner Turnbow, seconded by Commissioner Yates, moved to resume the open meeting at 11:26 A.M.

VOTE: Aye-5
Nay-0

ADJOURN

Chairman Welch adjourned the meeting at 11:26 A.M.

VOTE: Aye-5
Nay-0

John Welch, Chairman

ATTEST:
Anita J. Fogle, Clerk to the Board

AGENDA ITEM 3:

APPROVAL OF THE APRIL 21, 2020, AGENDA

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AGENDA ITEM 4:

CORONAVIRUS (COVID-19) COMMUNITY UPDATE

MANAGER'S COMMENTS:

Ms. Jennifer Greene, AppHealthCare Director, will provide an update on the Coronavirus (COVID-19).

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

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AGENDA ITEM 5:

ACCEPTANCE OF DONATION TO SHERIFF'S OFFICE AND PURCHASE OF EQUIPMENT

MANAGER'S COMMENTS:

The Sheriff's Office recently received a one-time donation for the purchase of equipment to assist local law enforcement in their efforts. The donation is in the amount of \$23,424.58.

Board authorization is requested to accept the \$23,424.58 donation to be used to purchase miscellaneous equipment.



WATAUGA COUNTY SHERIFF'S OFFICE

184 HODGES GAP ROAD
BOONE, NORTH CAROLINA 28607
(828) 264-3761 • FAX (828) 263-5345

LEN D. HAGAMAN, JR.
SHERIFF

Memorandum

To: Deron Geouque
From: Captain Justin Wood/Sheriff Len Hagaman
Ref: Purchase Order

In late November of 2019 Watauga County Sheriff Hagaman, along with the Chiefs of Police for Boone Blowing Rock, and Appalachian State University Police, met with a philanthropist/donor who wanted to "give back to the county and aforementioned law enforcement agencies."

The donor, a graduate of ASU, has supported quite a number of domestic law enforcement entities and his beloved Alma Mater.

This is a one-time donation of \$23,424.58, is given for, and approved by the donor for the purchase of the equipment.

A handwritten signature in black ink, appearing to read "CAPT. J. WOOD". The signature is written in a cursive, flowing style.

AGENDA ITEM 6:**ECONOMIC DEVELOPMENT COMMISSION'S REQUEST TO ESTABLISH A LOCAL EMERGENCY LOAN PROGRAM FOR SMALL BUSINESSES****MANAGER'S COMMENTS:**

Joe Furman, Planning and Inspections/Economic Director, will request the Board authorize a local emergency loan program for small businesses that was recently approved by the Economic Development Commission. The EDC proposes to designate \$100,000 from the Economic Development Reserve Account (\$221,505) for the program.

The goal is to raise \$400,000 by acquiring additional funds from Blue Ridge Energy, Skyline/Skybest and others. Because public funds are involved, the program can not include grants or low interest loans. The benefit to the borrower would be that the transactions could be made quickly. All funds would funnel through Mountain Biz Works, who would make the loans and administer the repayments. The hope is for all of the money to be returned to the County.

The proposed name of the program is Reenergize Watauga Fund, and to promote it as a recovery loan to help small businesses reopen when the time comes. It could also be used by some to fill the void until federal funding comes through. It would have to be first come-first served.

Staff is working on the actual program document and should be forthcoming. Board approval is required to establish the "Reenergize Watauga Fund" and authorize \$100,000 from the Economic Development Capital Reserve Fund.



042120 BCC Meeting
PO Box 404
Boone, NC 28607
(828)264-3082 (p)
(828)265-8080 (f)
TTY – Use 711
www.WataugaEDC.org

Memorandum

Date: April 14, 2020

To: County Manager, County Attorney, Board of Commissioners

From: Joe Furman

RE: Emergency loan fund

The Economic Development Commission, by electronic and verbal (unanimous) consensus, supports the establishment of a local emergency loan program for small businesses. Recently, Mountain Biz Works approached David Jackson and me about working through them on such a program. As you are probably aware, Mountain Biz Works is a Community Development Financial Institution (CDFI) whose mission is to support small businesses. Mountain Biz Works' main office is in Asheville, but there is also a Boone office. In order to get the ball rolling, seed money from the County is needed. The EDC proposes to designate \$100,000 from the Economic Development Reserve Account (that represents a little more than half of what is available in the account) for a program. We will attempt to acquire additional funds from Blue Ridge Energy, Skyline/Skybest and others. The goal is to raise \$400,000, but we need to get this operational ASAP, so it may not be possible to raise the full amount. The Board of Commissioners would have to approve this since capital reserve funds are involved. Because public funds are involved, the program can not include grants or low interest loans. The benefit to the borrower would be that the transactions could be made quickly. The funds would all funnel through Mountain Biz Works, who would make the loans and administer the repayments. If all goes well, virtually all the money would eventually be returned to the County.

Why is this being considered? It is becoming known that the SBA is overwhelmed with requests, and is therefore unable to quickly make loans, is unable to fund all requests, and is unable to fund in full many of the loans it does make. Creating such a local program would help remedy some of those issues, moreover, it provides the EDC with a tangible way to support local businesses. I have attached a report from Carolina Small Business Development Fund that is very informative about the effect of COVID-19 on small businesses. I have also attached information about similar efforts in Buncombe and Haywood Counties. Tentatively, we propose the name Reenergize Watauga Fund for our program, and to promote it as a recovery loan to help small businesses reopen when the time comes. It could also be used by some to fill the void until federal funding comes through. It would have to be first come-first served.

There are two legal authorities for the Commissioners to approve funding such a program; following is an excerpt from a UNC School of Government blog authored by Tyler Mulligan:

“Time is of the essence: approval and statutory authority during an emergency

As explained in a [prior post](#), several statutes provide authority for a small business loan program. The broadest statute is [G.S. 158-7.1](#). Under that statute, a properly-noticed public hearing is required prior to approving the appropriation, as described in this blog post: [Notice and Hearing Requirements for Economic Development Appropriations](#). Notice must be issued ten days prior to the public hearing.

A ten-day delay may be too long for businesses that are quickly running out of cash, so some local governments may want to approve the program immediately. To that end, a local government could, as a supplemental measure, *also* approve the loan program under the Emergency Management Act (G.S. Chapter 166A). However, the Emergency Management Act is not a perfect fit. There is no express authority for issuing loans to businesses—the text focuses on infrastructure and emergency services. Nor is there any case law suggesting that the Emergency Management Act authorizes loans to businesses. For a legal framework to evaluate emergency management powers in the absence of express authority, see Norma Houston’s blog post [here](#).

Another drawback of relying on the Emergency Management Act to authorize a loan program: the basis for the program evaporates once the emergency ends. Thus, it is advisable to approve the program under G.S. 158-7.1 as well and comply with that statute’s notice and hearing process. The Emergency Management Act does not waive statutory requirements imposed by G.S. Chapter 158.”

Here is the link to the full blog <https://canons.sog.unc.edu/local-government-emergency-loans-for-small-businesses-contracting-with-financial-institutions-for-loan-administration/> Pursuant to the preceding, the Commissioners could approve the allocation at first reading under the Emergency Management statute, and schedule a public hearing (electronic) for the first meeting in May or later to approve the allocation under the Economic Development statute.

FYI, kudos to the Blowing Rock Chamber of Commerce and The Village Foundation of Blowing Rock for leading the way with establishment of the Blowing Rock United Relief Fund, a grant program for Blowing Rock businesses. A similar program began recently in Ashe County as well.

Can this item be placed on the Commissioners’ April 21st meeting agenda? Thanks.



ONE BUNCOMBE FUND – COVID-19 SMALL BUSINESS LOANS PROGRAM SCOPE OF WORK

OVERVIEW

In response to the unprecedented challenges being faced by local businesses throughout the County, Buncombe County (the "County") is partnering with our municipalities and community organizations to announce the One Buncombe Fund, a centralized COVID-19 donation center. The mission of the One Buncombe Fund is to support the basic needs of individuals and to provide bridge funding to our small businesses during the COVID-19 crisis.

To facilitate this aid, the County is soliciting the assistance of the Buncombe County Service Foundation, a North Carolina nonprofit corporation (the "Foundation"). The Foundation is a qualified 501(c)(3) organization that receives donations and grants on behalf of Buncombe County to improve access to health, safety, independence, wellness, recreation, and community services in alignment with County goals and priorities.

In cooperation with the County, the Foundation is engaging Mountain BizWorks ("MBW") to administer loans to small businesses impacted by COVID-19. Mountain BizWorks is a non-profit, US Treasury-certified community development financial institution (CDFI) based in Asheville and with 30 years of small business lending and training experience. Mountain BizWorks will leverage its current capacities to operate the fund, maximize impacts, and minimize operating expenses.

Loans will be designed to provide low-cost "bridge funding" to help businesses stay open and limit job losses until businesses can qualify for longer term disaster funding from SBA or others.

FUND GOALS

- Provide immediate relief to help business stay open and limit job losses (be able to start making loans within 7 days of fund establishment)
- Be designed to provide low-cost "bridge funding" until businesses can qualify for longer term disaster funding from SBA or others
- Reach a diverse mix of area businesses in need

CORE ACTIVITIES & DELIVERABLES

Mountain BizWorks will:

- Quickly establish the Fund operations within one week of contract approval
- Created a dedicated Fund information and application page on the MBW website
- Accept applications via the online application

- Process applications, underwrite, and fund loans per the standardized guidelines herein in a consistent and expeditious fashion – towards a goal of deploying the Fund’s first capital round within no more than a few weeks of launch
- In coordination with the Foundation create necessary communications materials to share this resource within the local business community, and will proactively market the Fund via partners (Asheville Chamber, A-B Tech Small Business Center, SparkTank, Venture Asheville, etc.) and through MBW’s direct communications channels.
- Report Fund progress (# loans made, total amount of loans made, loans per business size (1-5 employees, 6-10 employees, 11-20 employees, 21-30 employees, greater than 30 employees), # of minority/women-owned businesses, # of jobs retained) on a weekly basis until the BCSF Board determines that less frequent reports are needed. Impacts will be estimated at time of the loan and subsequently reassessed at loan close out.
- Will support Spanish-language requests where needed using bi-lingual staff as well as comply with Title VI and/or utilizing other language resources to provide equal opportunity in other languages.

TIMELINE / PERIOD OF PERFORMANCE

It’s expected that most acute period of the COVID-19 crisis will be in the next 3 months, and principally in the next 30 days. Given the loan terms, the total Fund life is expected to be between 3-5 years.

BUDGET / COMPENSATION

- To cover staffing, underwriting, documentation, and other fund administrative costs, Mountain BizWorks will assess a 2% fee (based on the loan amount) at time of loan origination and then another 1% fee when a loan is closed out. After the first year, Mountain BizWorks will also assess a 1% portfolio servicing fee on the average outstanding fund loan balance. These will be paid by the Fund and no fees will be assessed to the borrowers under this program.
- Mountain BizWorks will also be compensated \$2,500 at the time of Fund launch for startup and marketing costs.

THE LOANS

Terms:

- Up to \$10,000 and a minimum loan size of \$2,500.
- Initial 6-month period of no payments of any kind. Interest accrues at 4.0% interest during the 6 month period but is not paid and rolls up into the loan at the end of the 6 month period.
- After 6 months, any principal that has not been refinanced by an SBA Disaster Loan or otherwise repaid, will convert to a second phase of 36 months (3 yrs.) principal and interest payments at 5.5% interest.
- There is no penalty for early repayment.
- Eligible uses include payroll, accounts payable, fixed debts, or other bills the business is unable to pay due to COVID impact.
- Funds may not be used to refinance existing debt.

Eligibility:

- Less than 50 (full and part time) employees
- Must have a physical location and be principally based within the County
- Have been in business for at least one year

- For-profit
- Demonstrated loss of revenue of 25% or more due to COVID-19
- Agree to provide impact data (jobs retained, etc.)

Underwriting:

- Is designed to be i) standardized and streamlined to be able to expedite the emergency funds, ii) responsible to ensure clear COVID-19 impacts and to prevent fraud, iii) ensure the borrower's ability to repay and likelihood of meeting the business and job retention goals of the Fund
- Will require most recent tax return and recent financial statements to validate loss of revenue due to COVID-19 and calculate the eligible loan amount
- Borrowers must not have a recent bankruptcy or substantial charge off per their credit report
- For borrowers with credit scores 640 or higher, loans will be secured with a simple UCC filing; Borrowers with less than a 640 score will have a UCC filing plus an additional collateral lien where possible
- All borrowers will be excluded from credit reporting for these loans

THE FUND

Financial Structure & Operations:

- The Foundation will be the recipient of contributions to support the One Buncombe Fund including economic development appropriations of the County and its municipal partners, and community donations.
- The Foundation will provide funding to MBW, initially \$_____ and up to a maximum of \$2,000,000 (as funding is available), for the purposes of the One Buncombe Fund small business loans program.
- MBW will manage the Fund with a distinct account both in its accounting system and with its own bank account.
- The Foundation will provide regular communication to MBW regarding any additional amount of funds available to be deployed.
- MBW will process applications, underwrite, and fund eligible loans per the Loan Guidelines outlined herein.
- MBW will package the loans and hold all loans. MBW will be the servicing agent for the life of the loans. MBW will charge a 1% annual servicing fee on the average outstanding loan balance of the fund.
- As loans mature, are paid off, or otherwise terminated, MBW will complete all necessary loan close-out procedures and submit a close out report to the Foundation.
- In situations where the borrower is unable to repay, MBW will be responsible for any collections processing or other actions.
- All principal and interest payments on the Fund's loans will be returned to the Fund. During the Fund's "active phase" (the COVID crisis and immediate recovery phase), MBW will aim to redeploy these funds to aid additional businesses in need.
- Once COVID impacts and demand for the emergency disaster loans have sufficiently waned, the Foundation will instruct MBW to close the Fund to new loans, starting the "closed phase." During this phase principal and interest payments will be returned to the Fund, and then on a monthly basis MBW will return such monies to the Foundation minus any administrative fees outlined herein

https://www.themountaineer.com/news/county-extends-loans-to-bridge-small-businesses/article_0bdefddc-78d6-11ea-b55b-633e7330eebb.html

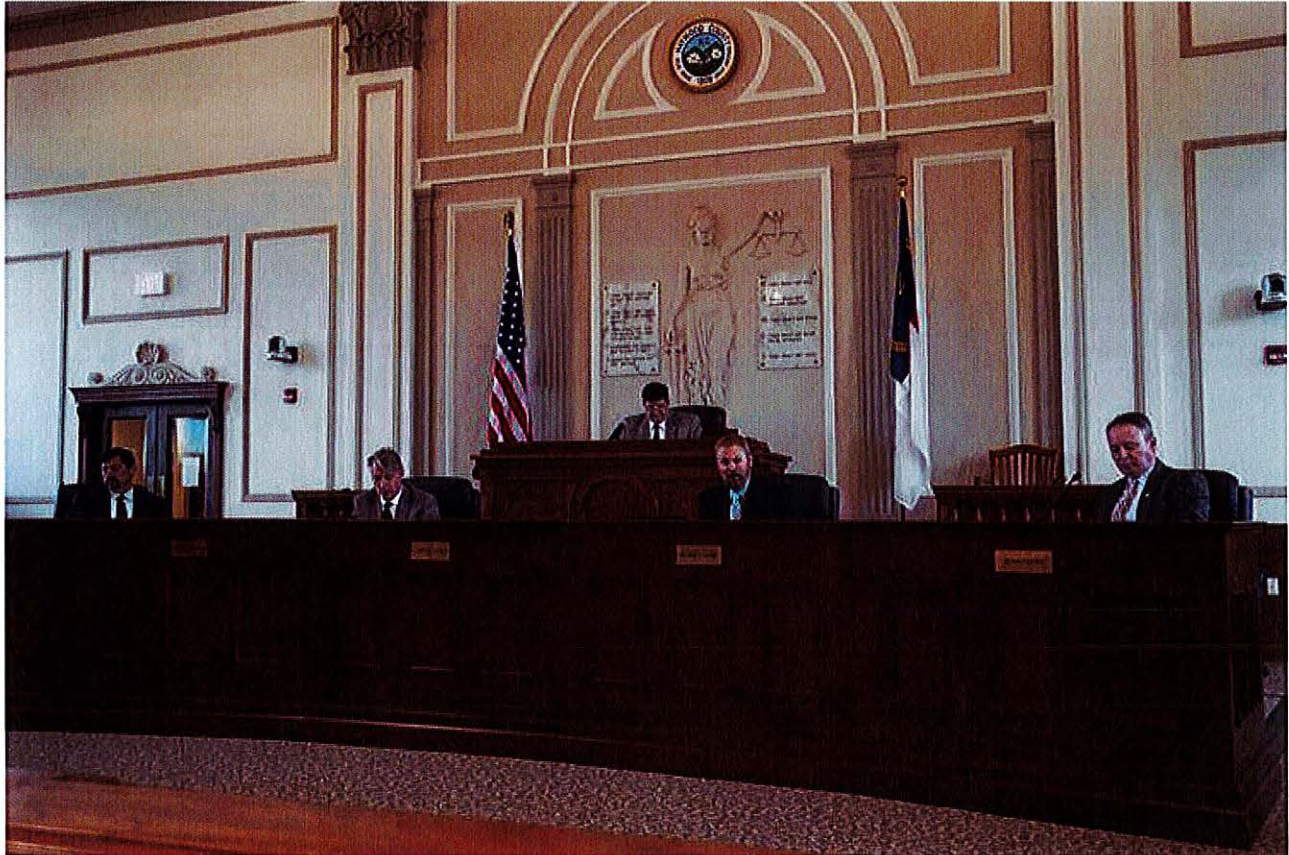
SPOTLIGHT

FEATURED

County extends loans to bridge small businesses

By Luke Weir lweir@themountaineer.com

Apr 8, 2020



GOVERNMENTAL DISTANCING — The Haywood County Board of Commissioners discuss a small loan program for local small businesses impacted by the coronavirus closures. Chairman Kevin Ensley is normally seated in the front middle, but moved back to the head judge's high seat to maintain 6 feet of separation between board members.

Luke Weir

Short-term loans are available from a County of Haywood fund to help local small businesses, many of which are closed or limited by government regulations to prevent the spread of novel coronavirus.

The Haywood County Board of Commissioners unanimously agreed on April 6 to partner with an Asheville nonprofit called Mountain BizWorks, which will administer short-term loans up to \$10,000 to local businesses that employ 25 people or fewer.

Haywood County Program Administrator David Francis said the county's partnership with Mountain BizWorks aims to quickly provide local businesses the money they need as they work through securing a loan with the federal Small Business Administration, or another long-term loan provider.

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Francis said money could be in the hands of business owners that need it by as soon as next Monday. A link to apply will be available online by the afternoon of Thursday, April 9, at both www.haywoodchamber.com and www.mountainbizworks.org.

Businesses that apply should have been in a profitable position as of Dec. 31, 2019, Francis said, and no payments are due during the first six months. For specifics, check the more information box alongside this story.

A Haywood Recovery Fund has been established for the loans, with Haywood Advancement Foundation contributing \$250,000, and the county government contributing \$100,000 from its fund balance.

The Haywood County Chamber of Commerce has agreed to raise further money for the recovery fund, Francis said.

The county also paid Mountain BizWorks a \$10,500 administration fee, which covers the cost of credit checks and processing paperwork.

A fast turnaround on the loans is expected, as the money is considered a bridge loan, Francis said. The county's funding is expected to be refunded quickly once its bridge loans are linked to SBA and other financial assistance.

Haywood's program is similar to an agreement instilled last week between Buncombe County and Mountain BizWorks, Francis said. Haywood's arrangement with the nonprofit was set up within a week.

Stay-at-home extends

The county's stay-at-home proclamation from March 26 was extended by Chairman Kevin Ensley, and is now effective through at least 5 p.m. Monday, May 4.

"I see this as maybe going further," Ensley said of the proclamation's tentative end-date.

The proclamation bans short-term vacation rentals for leisure, but Ensley clarified that people who are considered essential business workers can still rent short-term dwellings, even if they come from out of state.

Ensley commended county staff, and said some have worked weeks in excess of 100 hours.



RESEARCH AND POLICY ANALYSIS PROGRAM ON ECONOMIC AND COMMUNITY DEVELOPMENT



Assessing the Economic Impacts of COVID-19 on North Carolina's Small Business Community

APRIL 2020 RESEARCH REPORT

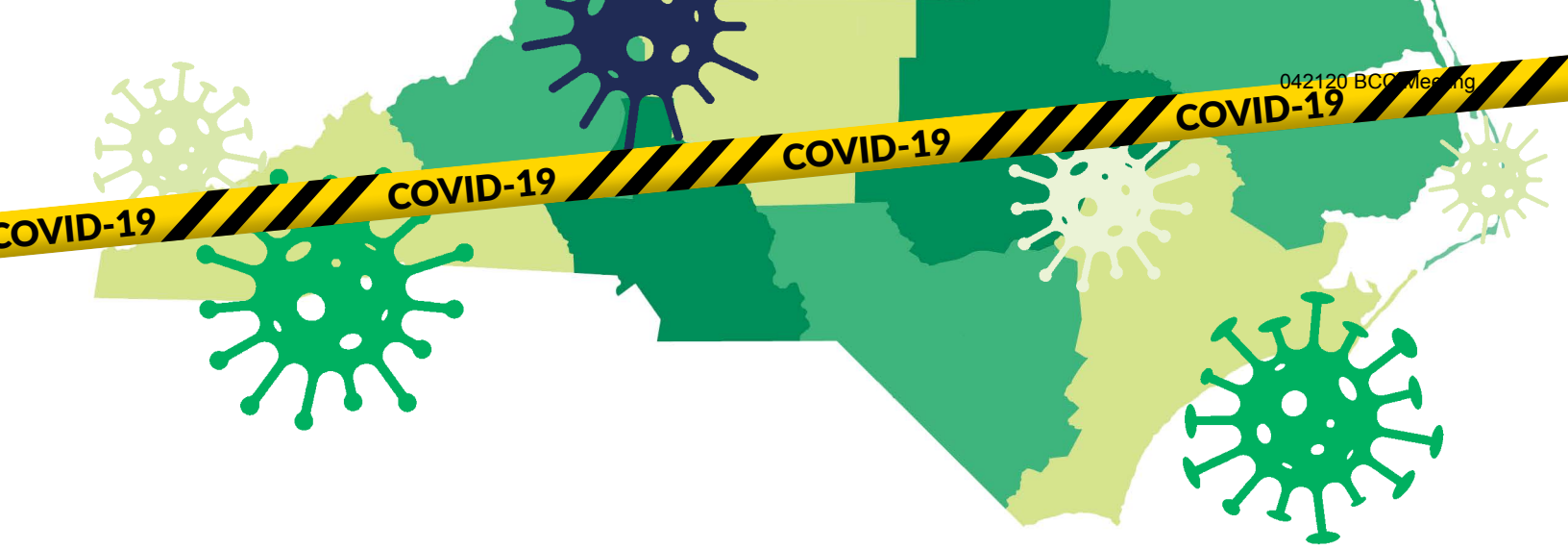


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Overview: A Need for Evidence-Based Responses to COVID-19



It is unlikely that any business – regardless of size – could prepare for the economic impacts of a pandemic like COVID-19. The virus represents a “black swan” event for both North Carolina and the country (Taleb 2010). Public health research has long argued businesses of all sizes need to prepare for these types of emergencies, but in practice only larger businesses tend to have formalized plans (Rebmann, Wang, Swick, Reddick, and DelRosario 2013). As we will show, North Carolina’s small and medium-sized businesses are unlikely to have the financial resources or knowledge to survive these types of occurrences without assistance (Watkins et al. 2008).¹

The economic disruption from the COVID-19 pandemic has already started in earnest across the state. This report has been designed to serve as a primer for those who want to better understand the likely scope of COVID-19’s economic impacts on North Carolina’s entrepreneurial community. Data on this topic are extremely limited, and it will be some time until enough information is available to make assessments with a high degree of confidence. However, CSBDF believes there is a need to examine the scope of the issue given the unprecedented nature of the crises.

Literature Review: How Small Businesses Typically Fare in Disasters



Understanding the extent of COVID-19’s economic impact in North Carolina is challenging for many reasons, not least of which is that there is little historic precedent for this type of event. Nevertheless, a brief review of the data on the small business impacts of disasters can provide guidance on what to expect. Smaller firms are critical to sustaining a functioning economy and assuring the delivery of goods during and after public health emergencies (Burton et al. 2011). Yet because many small and medium sized firms are concentrated in the service sector, they are the most likely to suspend operations or even permanently shut down during these times (Rebmann, Wang, Swick, Reddick, and Minden-Birkenmaier 2013).

Though our focus is North Carolina, it is important to note the national scale of the COVID-19 issue. Disaster aid strategies that might otherwise work - like shifting public resources to impacted areas - are not effective when the disaster zone encompasses the entire country. Models which seek to estimate the cost of other types of national pandemics show they can depress national economic activity in major ways (Bali, Stewart, and Pate 2016; Meltzer, Cox, and Fukuda 1999). For example, recent analysis

¹ There has long been disagreement about how to define “small” business (Brooksbank 1991; Peterson, Albaum, and Kozmetsky 1986; Carland et al. 2007). The Small Business Administration (2019) typically defines it as firms with less than 500 employees, though industry-specific size standards can include much larger enterprises. We define small businesses as those with less than 20 employees, and medium-sized businesses and those with 20 to 100 employees. We believe this definition is more reflective of the types of Main Street firms that are at highest risk in the wake of a disaster.

by economists at Goldman Sachs estimated that the United States will see an overall gross domestic product decline of 3.8% for 2020 due to the virus (Hatzius et al. 2020).²

For small and medium sized firms, the biggest challenge to short and long-term recovery is usually a lack of financial resources (Cumbie 2017). Less than half of small businesses can cashflow their expenses for a month before having to lay off staff or reduce costs (Farrell and Wheat 2016). Thus smaller businesses are at high risk for permanent closure after large-scale disasters partially because they cannot pay for their expenses while being shut down (Schrank et al. 2013). Beyond having cash reserves, several other variables also seem to predict a business's likelihood of recovery (Runyan 2006; Webb, Tierney, and Dahlhamer 2002; Xiao and Nilawar 2013):

Correlated with High Recovery Chance	Correlated with Low Recovery Chance
Timely access to affordable financing.	High sensitivity to cashflow interruptions.
Good pre-disaster financial condition.	Retail and service-oriented businesses.
Minimizing length of business closure.	Being previously impacted by a disaster.
Support from community institutions.	Customer base is primarily local.

But even those small businesses that reopen quickly and are in good financial condition will likely face serious challenges from COVID-19. Main Street businesses that have frequent customer interactions – like restaurants and retail stores – have seen outsized negative impacts in past pandemics. There is currently a medical need to engage in “social distancing” behavior to prevent the community spread of COVID-19. But even after this medical need is longer present, consumer behavior does not simply return to normal. In past emergencies consumers continued to engage in social aversion long after there was a public health reason for doing so (Han et al. 2018).

Methodology: Understanding the Potential Business Impacts of COVID-19



Detailed information about businesses by employment size is limited at the state and local level. In part due to this lack of data, we attempt to provide a descriptive picture of possibly affected firms. First, our analysis summarizes the US Census Bureau's County Business Patterns (2017) data on establishments of both small (employing 1-19) and medium (employing 20-99) employers in North Carolina.

Second, to illustrate the magnitude of the economic issue, we also provide some example scenarios of how singular small business closures or layoffs might impact North Carolina's economy. The economic model used for this is an Input-Output (IO) framework designed by Economic Modeling Specialists Inc. (EMSI) (Miller and Blair 2009; Robison, Nadreau, and Crapuchettes 2015). The EMSI IO draws from multi-regional social account matrices (MR-SAM) (Hewings and Jensen 1987; Loveridge 2004). It includes a mix of proprietary and public data from the Census Bureau, the Bureau of Economic Analysis, and the North Carolina Department of Commerce.

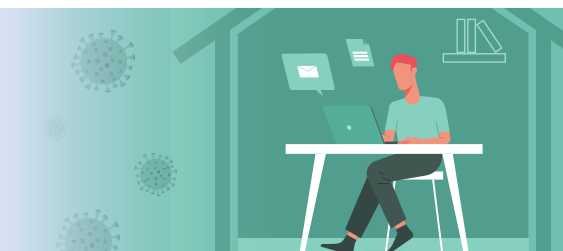
² Estimating the economic impact of pandemics in advance is difficult. For example, the economic impacts of SARS were notable, but much less than initial models predicted (Keogh-Brown and Smith 2008).

Like all models, the IO technique relies on a variety of assumptions regarding both the quality of its inputs and the nature of transactions within an industry (Bess and Ambargis 2011). Each scenario uses the below corresponding 6-digit NAICS code for purposes of modeling. Scenarios involving a business permanently closing are modeled as a net loss of that sector's average per establishment employee count for establishments with 1-99 employees. Layoff scenarios are a percentage of FTEs per establishment. For example, 50% layoffs in a construction business would be modeled as a -2.25 FTE job loss, since average employees per establishment in the sector is 4.50.

Scenario Sector	Model Assumptions		
	Average ³ FTEs	Scenario NAICS	Change in FTEs
Construction NAICS #236	4.5	Residential Remodelers NAICS# 236118	-4.5
Manufacturing NAICS #332	14.7	Fabricated Metal Manufacturing NAICS #332312	-7.4
Wholesalers NAICS #423	10.7	Home Furnishing Wholesalers NAICS #423220	-5.4
Retail Trade NAICS #448	11.3	Women's Clothing Stores NAICS #448120	-11.3
Warehousing NAICS #493	15.4	General Warehousing NAICS #493110	-3.9
Real Estate NAICS #531	3.4	Real Estate Agent Offices NAICS #531120	-3.4
Administrative Services NAICS #561	8.7	Office Administrative Services NAICS #561110	-4.4
Recreation NAICS #713	12.3	Recreational Centers NAICS #713940	-12.3
Accommodations NAICS #721 15.0	15.0	Hotels and Motels NAICS #721110	-7.5
Food Service NAICS #722	18.7	Full-Service Restaurants NAICS #722511	-18.7

³ Defined as the average number of employees at an establishment using NAICS 3-digit level data from the County Business Patterns (2017) dataset. Average FTEs at the 3-digit level is the sum of all employees at firms with 1 to 4, 5 to 9, 10 to 19, 20 to 49, and 50 to 99 employees. The sum is divided by the sum of establishment counts for all establishments in the sector employing less than 100 people.

Study Limitations: Data Availability and Interpretation Cautions



One important limitation is that the data are a count of establishments. Establishments represent single physical locations where one predominant business activity occurs. This is not the same as a count of unique businesses. For example, a small business with 2 franchised restaurant locations would be considered 2 establishments and not 1 unique business. In general though, the definitional differences between firms and establishments has little effect on aggregate research findings (Sadeghi, Talan, and Clayton 2016).

Additionally, the data do not include information on non-employer firms. Unfortunately, there are insufficient recent industry data about non-employer firms. The latest available data from the Census Bureau's Survey of Business Owners (2012) shows North Carolina is home to 650,211 non-employer firms that contribute \$26.2B in annual payrolls. There is good reason to believe that the negative impacts to small and medium-sized firms would extend to non-employers. However, findings about employer firms should not be assumed to be generalizable to non-employer firms (Headd 2008).

Finally, the economic impact scenarios are meant to be illustrative examples of the cross-cutting impacts of the COVID-19 pandemic on North Carolina. They are not a comprehensive economic impact analysis. Because our lens of measurement is smaller firms employing 1-99 people (a subsection of businesses for which there is no 6-digit NAICS data at the state level) it is not possible to do a comprehensive economic impact study. And even if detailed data were available, it is still too early in the COVID-19 pandemic to fully understand how its economic impacts could vary across sectors.

Findings and Analysis: Primary and Secondary High Risk Small Business Sectors



Small businesses make up a large share of the state's total economy across all sectors. But certain industry sectors are more vulnerable than others (Trust for America's Health 2007). In terms of small business risk due to COVID-19, we distinguish between two types of industry clusters:

- **Primary high-risk sectors** are small and medium-sized employers engaged in direct customer-facing interactions or those businesses that involve social gatherings of some type. It also includes those industries that supply these sectors.
- **Secondary high-risk sectors** include establishments that are likely to be impacted due to declines in aggregate demand from primary high-risk sectors.

North Carolina Primary and Secondary High-Risk Sectors from COVID-19 Pandemic

Industry Sector	Businesses	Impact Level Explanation
Retail Trade	34,152	Social Distancing / Aversion
Construction	22,953	Secondary Demand Reductions
Accommodation and Food Services	21,197	Social Distancing / Aversion
Administrative and Support	12,696	Secondary Demand Reductions
Real Estate and Leasing	12,321	Secondary Demand Reductions
Wholesale Trade	11,415	Secondary Demand Reductions
Manufacturing	7,779	Secondary Demand Reductions
Transportation and Warehousing	5,934	Supplies Consumer-Facing Firms
Arts, Entertainment, and Recreation	3,752	Social Distancing / Aversion
Mining, Quarrying, and Oil	193	Reduced Consumer Travel

Note: Businesses is the count of all North Carolina establishments with 1-99 employees for the sector.

Across all employer businesses in North Carolina, 85% are small establishments with 1 to 19 employees. These small businesses are responsible for almost a quarter of all private sector jobs in the state and one fifth of its total annual payrolls. In general, the data suggest these firms are likely to see the most severe impacts from COVID-19.

197,551 Small Employers	905,356 Total Jobs	\$36.1B Annual Payrolls
111,477 Adversely Impacted	537,194 At Risk Jobs	\$16.8B Payroll at Stake

Concurrently, medium-sized businesses –those with between 20 and 99 employees – are also likely to be heavily impacted. Like small businesses, these enterprises are a cornerstone of North Carolina’s economy and responsible for almost one third of all private sector jobs and over a quarter of the state’s payrolls.

30,400 Medium Employers	1,219,698 Total Jobs	\$46.3B Annual Payrolls
20,915 Adversely Impacted	844,566 At Risk Jobs	\$26.5B Payroll at Stake

The following tables offer a break down by industry for small and medium-sized employer establishments. The data show that there are large numbers of firms and jobs in primary and secondary high-risk sectors.

North Carolina Small Businesses Establishments Employing 1-19 Primary and Secondary High-Risk Sectors from COVID-19 Pandemic

Industry Sector	Businesses		Employees		Annual Payroll		Average Wage
	Count	Percent	Count	Percent	Dollars	Percent	
Retail Trade	29,890	86%	168,073	34%	4.3B	34%	27,053
Professional/Scientific Services	22,972	93%	74,541	34%	4.4B	34%	58,337
Other Services	22,700	94%	91,726	57%	2.5B	57%	27,110
Construction	21,053	91%	78,745	40%	3.2B	40%	40,809
Health Care/Social Assistance	19,147	79%	111,611	19%	5.5B	19%	51,363
Accommodation & Food Services	13,434	63%	97,055	22%	1.7B	22%	23,606
Real Estate and Leasing	11,929	97%	34,041	62%	1.5B	62%	44,864
Administrative & Support	11,156	84%	44,966	16%	1.7B	16%	38,222
Wholesale Trade	9,848	84%	48,716	25%	1.9B	25%	59,978
Manufacturing	5,710	65%	32,248	7%	1.3B	7%	42,058
Transportation & Warehousing	5,143	84%	19,790	16%	842M	16%	42,555
Arts, Entertainment, & Recreation	3,182	82%	12,681	19%	360M	19%	31,205
Information	3,149	80%	14,117	16%	865M	16%	60,804
Educational Services	2,336	79%	10,591	10%	283M	10%	27,937
Management of Companies	1,402	71%	7,300	8%	736M	8%	106,762
Agriculture, Forestry, Fishing	790	95%	3,363	67%	133M	67%	39,296
Utilities	674	79%	2,305	11%	201M	11%	92,143
Industries Not Classified	236	99%	289	78%	7M	78%	23,397
Mining, Quarrying, & Oil	132	68%	879	29%	43M	29%	50,242

Note: Percent is the percentage of the total industry sector made up by small firms for total firm count, employees, and payrolls.

Sources: County Business Patterns (2017) and CSBDF's Interpretation of Economic Impact Literature





North Carolina Medium-Sized Business Establishments Employing 20-99 Primary and Secondary High-Risk Sectors from COVID-19 Pandemic

Industry Sector	Businesses		Employees		Annual Payroll		Average Wage
	Count	Percent	Count	Percent	Dollars	Percent	
Accommodation & Food Services	7,763	36%	290,834	67%	\$4.5B	62%	\$15,473
Retail Trade	4,262	12%	178,999	36%	\$4.3B	34%	\$24,160
Health Care/Social Assistance	4,137	17%	165,506	28%	\$6.6B	24%	\$39,199
Manufacturing	2,069	24%	95,856	22%	\$4.4B	20%	\$45,274
Construction	1,900	8%	72,298	37%	\$3.9B	39%	\$54,264
Wholesale Trade	1,567	13%	62,915	33%	\$3.9B	28%	\$62,413
Administrative and Support	1,540	12%	67,744	24%	\$2.5B	26%	\$37,140
Professional/Scientific Services	1,511	6%	58,846	26%	\$4.4B	26%	\$75,908
Other Services	1,363	6%	48,566	30%	\$1.3B	30%	\$27,415
Transportation & Warehousing	791	13%	33,929	27%	\$1.5B	26%	\$44,126
Information	626	16%	27,314	31%	\$1.9B	27%	\$68,888
Arts, Entertainment, & Recreation	570	15%	24,782	37%	\$546M	27%	\$21,915
Educational Services	475	16%	20,629	20%	\$621M	15%	\$30,069
Management of Companies	398	20%	17,544	18%	\$1.6B	18%	\$90,043
Real Estate & Leasing	392	3%	15,068	28%	\$827M	31%	\$54,811
Utilities	150	18%	6,552	31%	\$565M	27%	\$86,116
Mining, Quarrying, & Oil	61	32%	2,141	71%	\$136M	76%	\$62,570
Agriculture, Forestry, Fishing	38	5%	1,309	26%	\$58M	29%	\$45,151

Note: Percent is the percentage of the total industry sector made up by small firms for total firm count, employees, and payrolls.

Sources: County Business Patterns (2017) and CSBDF's Interpretation of Economic Impact Literature

With each small or medium sized business that must close or lay off employees, there is a reverberation across North Carolina's economy. The full extent of economic damage will not be known for some time, but economic modeling can provide some insights. The below table highlights the isolated economic impacts that could occur for each closure or reduction in force:

North Carolina Small and Medium-Sized Businesses Employing 1-99 Example Scenarios of Economic Impacts from Closures and Layoffs

Sector	Scenario	1 Year Economic Impact to NC		
		Earnings	Net Jobs	Tax Revenues
Example Impacts in Primary High-Risk Sectors				
Food Service	Full-service restaurant closes.	-\$752,649	-26	-\$113,096
Retail Trade	A boutique women's clothing store closes.	-\$500,693	-17	-\$113,009
Recreation	A franchised gym location closes.	-\$365,326	-16	-\$57,757
Accommodations	Independent motel lays off 50% of employees.	-\$301,864	-11	-\$45,359
Warehousing	Warehousing facility lays off 25% of employees.	-\$317,083	-7	-\$20,875
Example Impacts in Secondary High-Risk Sectors				
Manufacturing	Metal fabricator lays off 50% of employees.	-\$937,684	-17	-\$74,349
Wholesalers	Furniture wholesaling firm lays off 50% of employees.	-\$749,907	-14	-\$103,806
Administrative Services	Staffing firm lays off 75% of employees.	-\$421,318	-8	-\$20,870
Real Estate	Independent real estate agent office closes.	-\$228,691	-7	-\$29,622
Construction	A home remodeling company closes.	-\$304,956	-7	-\$22,161

Source: Economic Modeling Specialists Inc (EMSI) Input-Output Modeling

Conclusions and Recommendations



Though the data are limited, our research suggests up to 56% of all North Carolina small business employers and up to 69% of all medium-sized employers will see adverse impacts from COVID-19. The size and scope of the economic ripples from the pandemic will likely be unprecedented.

Based on both the short-term damage already underway and the likely long-term challenges that are coming, there is a strong need for innovative policy solutions. Research on past disasters offers a few possible evidence-based pathways for ensuring the survival of North Carolina's small and medium-sized business ecosystem. We recommend policymakers consider all the following:

1. **Mix of short and long-term assistance programs.** Most policy efforts focus on short-term recovery in the immediate aftermath of disasters. While this is important, the economic impacts of COVID-19 will be very long-term (Wheat 2020). Businesses that re-open after a disaster often face a series of endogenous and exogenous economic shocks that require ongoing assistance (Sydnor et al. 2017).
2. **Combine affordable financing with publicly subsidized grants and partial loan forgiveness.** Financial support of small businesses should ideally come from both low-interest loans and grants. While affordable financing is a good facility for assistance because it can provide large amounts of capital, public grants to cover loan payments and partial debt forgiveness can help offset the high cost of recovery (Graham 2007).
3. **Utilize existing community institutions for efficient recovery efforts.** North Carolina has many community-oriented organizations that can and should be utilized by policymakers during this time. For example, from a macroeconomic level, local community lenders are key in helping recovery efforts. Data show that higher levels of community lending after disasters is associated with a 1%-2% increase in employment growth at startups and small firms (Cortés 2014).
4. **Program eligibility, reporting, and compliance requirements should be flexible.** The structure of small business assistance programs matters. Many studies suggest policies to aid small businesses seem to have no effect because the programs are difficult to understand and hard for entrepreneurs to access (Haynes, Danes, and Stafford 2011). Assistance programs must emphasize ease-of-use, both for businesses and community partners.

In the coming months and years, Carolina Small Business Development Fund will continue to do everything we can to bolster North Carolina's small and medium-sized business community. We're committed to being a resource for evidence-based recommendations and holistic solutions to help the state's economy recover.

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About the Research Program

This product has been created as part of Carolina Small Business's commitment to provide innovative and objective research on issues of preeminent concern for policy leaders, academic thought leaders, development practitioners, and small firm entrepreneurs.

To learn more, visit carolinasmallbusiness.org/research.

For More Information

Jamie McCall
Vice President of Policy & Research
Carolina Small Business Development Fund
jmccall@carolinasmallbusiness.org

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3128 Highwoods Boulevard, Suite 170, Raleigh, N.C. 27604
telephone 919.803.1437 // fax 919.897.8612
carolinasmallbusiness.org



**Carolina
Small Business**
DEVELOPMENT FUND

3128 Highwoods Boulevard, Suite 170, Raleigh, N.C. 27604

carolinasmallbusiness.org

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AGENDA ITEM 7:

REQUEST FOR APPROVAL OF CIVIL PENALTY

MANAGER'S COMMENTS:

Mr. Furman will request the Board approve a \$5,000 penalty for violation of the County's Erosion Control Ordinance. Mr. Furman has provided the details in his attached memo. He is requesting the \$5,000.00 (one day) penalty be assessed, since a stop work order and notice of violation were issued.

Board approval is required to assess the \$5,000 (one day) penalty for violation of the County's Erosion Control Ordinance.




WATAUGA COUNTY

126 Poplar Grove Connector, Suite 201 Boone, NC 28607

Department of
Planning & Inspections

Phone (828) 265-8043
TTY 1-800-735-2962
Voice 1-800-735-8262
or 711
FAX (828) 265-8080

Memorandum

Date: April 15, 2020
To: County Manager, County Attorney, Board of Commissioners
From: Joe Furman 
RE: Civil Penalty pursuant to Erosion Control Ordinance

On February 17, 2020, the Planning Board granted preliminary plat approval of a 99 lot development on Shawnee Road known as Monteagle, owned and developed by the Waterfront Group/Deep Creek Holdings. The County Erosion Control Ordinance requires that an erosion control plan be submitted and approved, and grading permit issued prior to grading activity if the land disturbance is to be more than one acre. The subdivision regulations mirror that requirement except that it applies to any grading, regardless of size. A site visit by Chris Grubb, who is responsible for enforcement of the Erosion Control Ordinance, on April 15th, revealed that approximately three (3) acres of grading had occurred, and had obviously begun days before. His site visit was prompted by the observation of a building inspector that grading was occurring. The developer was aware that an erosion control plan had not been approved, because it had been submitted, reviewed, and denied with a request for revisions and additional information. Mr. Grubb issued a stop work order pursuant to Section 19 of the ordinance. Section 23(a) of the ordinance provides for civil penalties, approved by the Board of Commissioners, for violations. I am requesting that a penalty of \$5000.00 (one day) be assessed, since a stop work order and notice of violation have been issued, and we can't definitively define how many days the work has been going on. Attached are the stop work order, notice of violation, and Section 23 of the ordinance.

STOP WORK

WATAUGA COUNTY

Department of Planning and Inspections

NOTICE

An inspection has been made and

- | | |
|--|--|
| <input type="checkbox"/> General Construction | <input type="checkbox"/> Lathing |
| <input type="checkbox"/> Concrete, Masonry and Finish
Cement Work | <input type="checkbox"/> Plastering |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Elevators |
| <input type="checkbox"/> Electrical Wiring | <input type="checkbox"/> Mechanical Work |
| <input checked="" type="checkbox"/> Grading | <input type="checkbox"/> Gas Piping |
| | <input type="checkbox"/> Erosion Control |

IS NOT ACCEPTED

- No approved Building Permit No approved Zoning/Watershed Permit

Other no Grading permit approved

Please correct as noted above before any further work is done

4-15-2020
Date

CH JAL
Inspector

DO NOT REMOVE THIS NOTICE

INSPECTOR'S COPY
Location Monteagle / Shawnee Rd

Date: 4-15-2020

Watauga County
JURISDICTION
CH 2 JAL
INSPECTOR

WATAUGA COUNTY
Department of Planning & Inspections
842 W. King Street Suite #7 • Boone, North Carolina 28607 • (828) 265-8043

SEDIMENTATION INSPECTION REPORT

Project: Montreagle River Basin:
Person Financially Responsible: William Adkins
Address: 19421 Liverpool Parkway Cornelius NC 28301

- 1. Project Location: Banner Elk Pictures: Yes No
2. Weather and Soil Conditions: Cool / damp
3. Is site currently under notice of violation? Yes No
4. Is the site in compliance with the S.P.C.A. and the rules? Yes No If No, check violations below:

5. Violations:

- a. No approved plan, G.S. 113A-57(4) and 15A NCAC 4B.0007(c)
b. Failure to follow approved plan, G.S. 113A-61.1
c. Failure to submit revised plan, G.S. 113A-54.1(b) and 15A NCAC 4B.0018(a)
d. Failure to provide adequate groundcover, G.S. 113A-57(3) and 15A NCAC 4B.0007(b) or 15A NCAC 4B.0024(e)
e. Insufficient measures to retain sediment on site, G.S. 113A-57(3)
f. Failure to take all reasonable measures, 15A NCAC 4B.0005
g. Inadequate buffer zones, G.S. 113A-57(1)
h. Graded slopes and fills too steep, G.S. 113-57(2) or 15A NCAC 4B.0024 (d)
i. Unprotected exposed slopes, G.S. 113A-57(2)
j. Failure to maintain erosion control measures, 15A NCAC 4B.0013
k. Other (describe)

6. Has sedimentation damage occurred since the last inspection? Yes If yes, where? (check all that apply): No
Lake/natural watercourse on the tract Lake/natural watercourse off the tract Other Property

Description:

Degree of damage: Slight Moderate Severe

7. Contact made with (Name) Derek Buchanan Title Owner
Inspection report given or sent to the Person Financially Responsible Date given/sent 1-15-20

8. Corrective actions needed: Obtain approved grading permit, Install construction entrance

9. Comments: Multiple parties knew there was no approved grading plan & commenced grading activities

Report by: [Signature]
Date of Inspection: 1-15-20

Others present:



WATAUGA COUNTY

Department of
Planning & Inspections

126 Poplar Grove Connector Suite 201 • Boone, North Carolina 28607

Phone (828) 265-8043
TTY 1-800-735-2962
Voice 1-800-735-8262
FAX (828) 265-8080

NOTICE OF VIOLATION WATAUGA COUNTY EROSION CONTROL ORDINANCE

April 15, 2020

Deep Creek Holdings, LLC
19421 Liverpool Pky
Cornelius, NC 28301

Pin# 1960-10-3963-000
Monteagle Subdivision
Shawnee Road

To whom it may concern,

Land Disturbing Activity has been conducted on your property (referenced above) in violation of the Watauga County Erosion Control Ordinance, Sections 4c, Plan Approval Required for Land-Disturbing Activity, 5e, Prior Plan Approval, and Article VII, Section 70.12, Erosion Control, of Watauga County's Ordinance to Govern Subdivisions and Multi-Unit Structures. Approximately 3,000 linear feet of road with an approximate width of 40 feet have been disturbed without an approved Erosion Control Plan. As the owners of the land, you are held responsible for adhering to applicable local and state regulations.

In order to correct this violation all activity must stop immediately, in accordance with today's issued stop work order, and you must obtain a grading permit in accordance with Sections 4c, and 5e as referenced above prior to reengaging in grading activities.

The Erosion Control Ordinance is available in our office or online at the Planning & Inspections Department website.

Persons violating provisions of the ordinance are subject to penalties in accordance with Section 23, Penalties.

If you have questions concerning this notice, I invite you to call me at (828) 265-8043.

Sincerely,

Chris Grubb
Watauga County Planning & Inspections

SECTION 23 Penalties(a) Civil Penalties

- (1) Civil Penalty for a Violation. Any person who violates any of the provisions of this ordinance, or rule or order adopted or issued pursuant to this ordinance, or who initiates or continues a land-disturbing activity for which a Plan is required except in accordance with the terms, conditions, and provisions of an approved Plan, is subject to a civil penalty. The maximum civil penalty amount that the County may assess per violation is five thousand dollars (\$5,000.00). A civil penalty may be assessed from the date of the violation. Each day of a continuing violation shall constitute a separate violation. When the person has not been assessed any civil penalty under this subsection for any previous violation, and that person abated continuing environmental damage resulting from the violation within 180 days from the date of the notice of violation, the maximum cumulative total civil penalty assessed under this subsection for all violations associated with the land-disturbing activity for which the erosion and sedimentation control plan is required is twenty-five thousand dollars (\$25,000.)]
- (2) Civil Penalty Assessment Factors. The governing body of the County shall determine the amount of the civil penalty based upon the following factors:
- (i) the degree and extent of harm caused by the violation,
 - (ii) the cost of rectifying the damage,
 - (iii) the amount of money the violator saved by noncompliance,
 - (iv) whether the violation was committed willfully, and
 - (v) the prior record of the violator in complying or failing to comply with this ordinance.
- (3) Notice of Civil Penalty Assessment. The governing body of the County shall provide notice of the civil penalty amount and basis for assessment to the person assessed. The notice of assessment shall be served by any means authorized under G.S. 1A-1, Rule 4. A notice of assessment by the County shall direct the violator to either pay the assessment, contest the assessment within 30 days by filing a petition for hearing with the County (as directed by procedures within the local ordinances or regulations adopted to establish and enforce the erosion and sedimentation control program), or file a request with the Sedimentation Control Commission for remission of the assessment within 60 days of receipt of the notice. A remission request must be accompanied by a waiver of the right to a contested case hearing pursuant to Chapter 150B of the North Carolina General Statutes and a stipulation of the facts on which the assessment was based.

- (4) Final Decision: The final decision on contested assessments shall be made by the Board of Commissioners in accordance with this ordinance.
- (5) Appeal of Final Decision. Appeal from the final decision of the Board of Commissioners shall be to the Superior Court of the county where the violation occurred. Such appeals must be made within 30 days of the final decision of the Board of Commissioners.
- (6) Collection. If payment is not received within 60 days after it is due, the County may institute a civil action to recover the amount of the assessment. The civil action may be brought in the Superior Court of the county where the violation occurred, or the violator's residence or principal place of business is located. Such civil actions must be filed within three (3) years of the date the assessment was due. An assessment that is not contested is due when the violator is served with a notice of assessment. An assessment that is contested is due at the conclusion of the administrative and judicial review of the assessment.
- (7) Credit of Civil Penalties. The clear proceeds of civil penalties collected by the County under this subsection shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with G.S. 115C-457.2. Penalties collected by the County may be diminished only by the actual costs of collection. The collection cost percentage to be used shall be established and approved by the North Carolina Office of State Budget and Management on an annual basis, based upon the computation of actual collection costs by each County for the prior fiscal year.

[In any event, the cost percentage shall not exceed twenty percent (20%) of penalties collected.]

- (b) Criminal Penalties. Any person who knowingly or willfully violates any provision of this ordinance, or rule or order adopted or issued pursuant to this ordinance, or who knowingly or willfully initiates or continues a land-disturbing activity for which a Plan is required except in accordance with the terms, conditions, and provisions of an approved Plan, shall be guilty of a Class 2 misdemeanor which may included a fine not to exceed \$5,000 as provided in G.S. § 113A-64.

SECTION 24 Injunctive Relief

- (a) Violation of Local Program. Whenever the governing body has reasonable cause to believe that any person is violating or threatening to violate any ordinance, rule, regulation or order adopted or issued by the County or any term, condition, or provision of an approved Plan, it may, either before or after the institution of any other action or proceeding authorized by this ordinance, institute a civil action

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AGENDA ITEM 8:

EMERGENCY MANAGEMENT REQUEST TO PURCHASE RADIOS AND ACCESSORIES

MANAGER'S COMMENTS:

Will Holt, Emergency Services Director, will request the Board approve the purchase of five (5) portable radios and accessories in the amount of \$44,558.50. The radios will provide back-up capability for the 911 Center. Adequate funds are budgeted in the current 2020 fiscal year.

Board approval is required to purchase the five (5) portable radios and accessories in the amount of \$44,558.50.



Watauga County Emergency Services

184 Hodges Gap Rd, Suite D
Boone, NC 28607
Phone 828-264-4235
Fax 828-265-7617



Fire Marshal ♦ Emergency Management ♦ Communications

March 31, 2020

To: Board of Commissioners

CC: Deron Geouque, County Manager
Misty Watson, Finance Director
Anita Fogle, Clerk to the Board

Subject: Back-up radios

Board of Commissioners,

Please consider my two separate requests for a total of \$44,558.50 for the purchase of five (5) portable radios and accessories for meeting the need for back-up capability for the 911 Center. As per the 911 Board approved plan, we have four mobile back-up positions to mirror our primary positions. While the back-up positions have a phone system and CAD, only three (3) of them have radios assigned, which are out of support and can no longer be repaired. The plan is to replace the three current frontline radios in use by the Fire Marshal/EM staff with radios that meet NFPA standards for that work and rotate those radios into the back-up capacity. The additional two radios are for outfitting the remaining back-up system and to replace the radio assigned to the 911 Services Coordinator which is out of support and can no longer be repaired. Funds have been budgeted for this request.

Respectfully,

Will Holt
ES Director

Request for Purchase Order

P.O. Number: _____

P.O. Date: March 23, 2020

Prepared By: Sandra Hollars

Department Head: _____

Department: Communications & Emergency Services

Bill / Ship to: 184 Hodges Gap Road, Box D, Boone, NC 28607

* Purchase orders are due in to the Finance Office by 5:00 p.m. every Friday.

Print Form

Vendor Information:

Vendor #: 2727

Company: Motorola Solutions

Address: P.O. Box 13609

State/Province: Newark, NJ

Zip/Postal Code: 07188-0609

* List all freight, handling or miscellaneous charges in description column.

Account Number	Description	Quantity	Unit Price	Amount
104311451000	APX 8000 All Band Portable Model 3.5	3	\$4,719.00	\$14,157.00
	Add: Smartzone Operations	3	\$1,125.00	\$3,375.00
	Add: P25 9600 Baud Trunking	3	\$225.00	\$675.00
	Add: TDMA Operation	3	\$337.50	\$1,012.50
	Add: Programming Over P25 (OTAP)	3	\$75.00	\$225.00
	ENH: Multi Key	3	\$247.50	\$742.50
	Add: Digital Tone Signaling	3	\$112.50	\$337.50
Sub-total				\$20,524.50
Grand Total				\$20,524.50

Comments:
CONTINUE ON NEXT PAGE
(page 1)

If over \$15,000.00, date approved by Board of County Commissioners: _____

20,524.50
5,880.75
1,665.00
28,070.25

Request for Purchase Order

P.O. Number:

P.O. Date: March 23, 2020

Prepared By: Sandra Hollars

Department Head:

Department: Communications & Emergency Services

Bill / Ship to: 184 Hodges Gap Road, Box D, Boone, NC 28607

* Purchase orders are due in to the Finance Office by 5:00 p.m. every Friday.

Print Form

Vendor Information:

Vendor #: 2727

Company: Motorola Solutions

Address: P.O. Box 13609

State/Province: Newark, NJ

Zip/Postal Code: 07188-0609

* List all freight, handling or miscellaneous charges in description column.

Account Number	Description	Quantity	Unit Price	Amount
104311451000	ALT: APX 8000 Housing Yellow	3	\$18.75	\$56.25
	ENH: APX8000XE Rugged Radio	3	\$600.00	\$1,800.00
	Add: Astro Digital CAI Operation	3	\$386.25	\$1,158.75
	Add: 3Y Essential Service	3	\$110.00	\$330.00
	ENH: AES/DES,DES-XL,DES-OFB & ADP	3	\$599.25	\$1,797.75
	Batt Impress 2 Liion R IP67 3400T	3	\$122.25	\$366.75
	Charger,Single-Unit, Impress 2,3A,115VAC, US/NA	3	\$123.75	\$371.25
Sub-total				\$5,880.75
Grand Total				\$5,880.75

Comments:
CONTINUE ON NEXT PAGE
(Page 2)

If over \$15,000.00, date approved by Board of County Commissioners: _____



Quote Number: QU0000497655

Effective: 21 JAN 2020

Effective To: 21 MAR 2020

Bill-To:

WATAUGA COUNTY
184 HODGES GAP RD
BOONE, NC 28607
United States

Ultimate Destination:

WATAUGA COUNTY
184 HODGES GAP RD
BOONE, NC 28607
United States

Attention:

Name: Will Holt
Phone: 828-455-2904

Sales Contact:

Name: Randy Heaton MR
Email: rheaton@wirelessnc.com
Phone: 8284552904

Contract Number: NC STATE NON ARIBA -725G**Freight terms:** FOB Destination**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
i	3	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$6,292.00	\$4,719.00	\$14,157.00
1a	3	H842AU	ADD: SINGLE UNIT PACKING	-	-	-
1b	3	H38BS	ADD: SMARTZONE OPERATION	\$1,500.00	\$1,125.00	\$3,375.00
1c	3	Q361AN	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$225.00	\$675.00
1d	3	QA00580AA	ADD: TDMA OPERATION	\$450.00	\$337.50	\$1,012.50
1e	3	G996AP	ADD: PROGRAMMING OVER P25 (OTAP)	\$100.00	\$75.00	\$225.00
1f	3	H869BW	ENH: MULTIKEY	\$330.00	\$247.50	\$742.50
1g	3	QA09000AA	ADD: DIGITAL TONE SIGNALING	\$150.00	\$112.50	\$337.50
1h	3	H64BK	ALT:APX 8000 HOUSING YELLOW	\$25.00	\$18.75	\$56.25
1i	3	QA02006AC	ENH: APX8000XE RUGGED RADIO	\$800.00	\$600.00	\$1,800.00
1j	3	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$386.25	\$1,158.75
1k	3	Q58AL	ADD: 3Y ESSENTIAL SERVICE	\$110.00	\$110.00	\$330.00
1l	3	Q15AJ	ENH: AES/DES,DES-XL,DES-OFB AND ADP	\$799.00	\$599.25	\$1,797.75
2	3	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	\$163.00	\$122.25	\$366.75
3	3	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$165.00	\$123.75	\$371.25
4	1	RLN6554A	APX WIRELESS RSM W/ DUC US/NA/JP/TW	\$300.00	\$225.00	\$225.00
5	1	PMLN6716A	WIRELESS RSM VEHICULAR CHARGER	\$72.00	\$54.00	\$54.00
6	3	PMMN4106D	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,AUDIO ACCESSORY-AUDIO ADAPTER,APX XE500 REMOTE SPEAKER MIC, HIGH IMPACT GREEN	\$616.00	\$462.00	\$1,386.00

Total Quote in USD**\$28,070.25**

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number

- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number
- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)

Request for Purchase Order

P.O. Number:

P.O. Date: March 23, 2020

Prepared By: Sandra Hollars

Department Head:

Department: Communications & Emergency Services

Bill / Ship to: 184 Hodges Gap Road, Box D, Boone, NC 28607

* Purchase orders are due in to the Finance Office by 5:00 p.m. every Friday.

Print Form

Vendor Information:

Vendor #: 2727

Company: Motorola Solutions

Address: P.O. Box 13609

State/Province: Newark, NJ

Zip/Postal Code: 07188-0609

* List all freight, handling or miscellaneous charges in description column.

Account Number	Description	Quantity	Unit Price	Amount
104311451000	APX 8000 All Band Portable - Model 3.5	2	\$4,719.00	\$9,438.00
	Add: Smartzone Operation	2	\$1,125.00	\$2,250.00
	Add: P25 9600 Baud Trunking	2	\$225.00	\$450.00
	Add: TDMA Operation	2	\$337.50	\$675.00
	Add: Programming Over P25	2	\$75.00	\$150.00
	ENH: Multi key	2	\$247.50	\$495.00
	Add: Digital Tone Signaling	2	\$112.50	\$225.00
Sub-total				\$13,683.00
Grand Total				\$13,683.00

Comments:
CONTINUE ON NEXT PAGE
Page 1

If over \$15,000.00, date approved by Board of County Commissioners: _____

13,683.00
2,805.25

16,488.25

Request for Purchase Order

P.O. Number:

P.O. Date: March 23, 2020

Prepared By: Sandra Hollars

Department Head:

Department: Communications & Emergency Services

Bill / Ship to: 184 Hodges Gap Road, Box D, Boone, NC 28607

* Purchase orders are due in to the Finance Office by 5:00 p.m. every Friday.

Print Form

Vendor Information:

Vendor #: 2727

Company: Motorola Solutions

Address: P.O. Box 13609

State/Province: Newark, NJ

Zip/Postal Code: 07188-0609

* List all freight, handling or miscellaneous charges in description column.

Account Number	Description	Quantity	Unit Price	Amount
104311451000	Add: Astro Digital CAI Operation	2	\$386.25	\$772.50
	Add: 3Y Essential Service	2	\$110.00	\$220.00
	ENH: AES/DES, DES-XL, DES-OFB & ADP	2	\$599.25	\$1,198.50
	Batt Impres 2 Liion R IP67 3400T	3	\$122.25	\$366.75
	Charger, Single-Unit, Impress 2, 3A, 115vac,us/na	2	\$123.75	\$247.50
Sub-total				\$2,805.25
Grand Total				\$2,805.25

Comments:
Page 2

If over \$15,000.00, date approved by Board of County Commissioners: _____



Quote Number: QU0000497663

Effective: 21 JAN 2020

Effective To: 21 MAR 2020

Bill-To:

WATAUGA COUNTY
184 HODGES GAP RD
BOONE, NC 28607
United States

Ultimate Destination:

WATAUGA COUNTY
184 HODGES GAP RD
BOONE, NC 28607
United States

Attention:

Name: Will Holt
Phone: 828-455-2904

Sales Contact:

Name: Randy Heaton MR
Email: rheaton@wirelessnc.com
Phone: 8284552904

Contract Number: NC STATE NON ARIBA -725G**Freight terms:** FOB Destination**Payment terms:** Net 30 Due

Item	Quantity	Nomenclature	Description	List price	Your price	Extended Price
1	2	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$6,292.00	\$4,719.00	\$9,438.00
1a	2	H842AU	ADD: SINGLE UNIT PACKING	-	-	-
1b	2	H38BS	ADD: SMARTZONE OPERATION	\$1,500.00	\$1,125.00	\$2,250.00
1c	2	Q361AN	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$225.00	\$450.00
1d	2	QA00580AA	ADD: TDMA OPERATION	\$450.00	\$337.50	\$675.00
1e	2	G996AP	ADD: PROGRAMMING OVER P25 (OTAP)	\$100.00	\$75.00	\$150.00
1f	2	H869BW	ENH: MULTIKEY	\$330.00	\$247.50	\$495.00
1g	2	QA09000AA	ADD: DIGITAL TONE SIGNALING	\$150.00	\$112.50	\$225.00
1h	2	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$386.25	\$772.50
1i	2	Q58AL	ADD: 3Y ESSENTIAL SERVICE	\$110.00	\$110.00	\$220.00
1j	2	Q15AJ	ENH: AES/DES,DES-XL,DES-OFB AND ADP	\$799.00	\$599.25	\$1,198.50
2	3	PMNN4486A	BATT IMPRES 2 LIION R IP67 3400T	\$163.00	\$122.25	\$366.75
3	2	NNTN8860A	CHARGER, SINGLE-UNIT, IMPRES 2, 3A, 115VAC, US/NA	\$165.00	\$123.75	\$247.50

Total Quote in USD**\$16,488.25**

PO Issued to Motorola Solutions Inc. must:

>Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted

>Have a PO Number/Contract Number & Date

>Identify "Motorola Solutions Inc." as the Vendor

>Have Payment Terms or Contract Number

>Be issued in the Legal Entity's Name

>Include a Bill-To Address with a Contact Name and Phone Number

>Include a Ship-To Address with a Contact Name and Phone Number

>Include an Ultimate Address (only if different than the Ship-To)

>Be Greater than or Equal to the Value of the Order

>Be in a Non-Editable Format

>Identify Tax Exemption Status (where applicable)

>Include a Signature (as Required)

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AGENDA ITEM 9:

TAX MATTERS

A. Monthly Collections Report

MANAGER'S COMMENTS:

Mr. Larry Warren, Tax Administrator, will present the Monthly Collections Report and be available for questions and discussion.

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

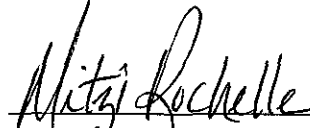
Monthly Collections Report

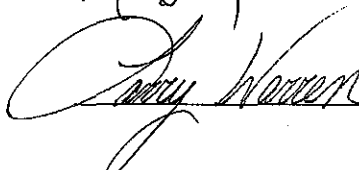
Watauga County

Bank deposits of the following amounts have been made and credited to the account of Watauga County. The reported totals do not include small shortages and overages reported to the Watauga County Finance Officer

Monthly Report March 2020

	<u>Current Month</u> <u>Collections</u>	<u>Current Month</u> <u>Percentage</u>	<u>Current FY</u> <u>Collections</u>	<u>Current FY</u> <u>Percentage</u>	<u>Previous FY</u> <u>Percentage</u>
<u>General County</u>					
Taxes 2019	789,714.78	43.71%	34,739,658.18	97.24%	97.66%
Prior Year Taxes	26,277.28		231,902.06		
Solid Waste User Fees	63,342.22	34.13%	2,506,460.85	95.82%	96.54%
Green Box Fees	340.40	NA	1,498.94	NA	NA
Total County Funds	\$879,674.68		\$37,479,520.03		
<u>Fire Districts</u>					
Foscoe Fire	9,138.20	42.03%	454,044.42	97.39%	98.12%
Boone Fire	18,200.52	42.62%	865,223.23	97.42%	97.72%
Fall Creek Service Dist.	53.43	5.48%	8,754.75	90.68%	96.54%
Beaver Dam Fire	4,130.62	34.43%	96,255.59	93.52%	93.89%
Stewart Simmons Fire	11,359.84	67.37%	233,040.04	97.81%	96.08%
Zionville Fire	3,785.51	38.95%	107,615.63	95.05%	95.84%
Cove Creek Fire	5,741.21	35.77%	230,648.08	95.95%	96.26%
Shawneehaw Fire	4,266.71	67.04%	99,793.49	98.21%	98.63%
Meat Camp Fire	4,934.99	28.12%	195,906.53	94.47%	95.49%
Deep Gap Fire	5,105.53	38.14%	180,032.28	96.09%	96.85%
Todd Fire	1,558.93	46.58%	59,627.25	97.16%	98.34%
Blowing Rock Fire	12,375.32	53.62%	476,810.64	97.91%	98.00%
M.C. Creston Fire	154.89	19.49%	5,633.38	90.83%	91.92%
Foscoe Service District	1,629.48	43.98%	72,573.41	97.33%	97.60%
Beech Mtn. Service Dist.	33.70	30.62%	1,550.97	95.39%	99.38%
Cove Creek Service Dist.	0.00	0.00%	324.15	100.00%	100.00%
Shawneehaw Service Dist	174.12	29.91%	6,516.09	94.13%	94.63%
	\$82,589.57		\$3,085,595.18		
<u>Towns</u>					
Boone	77,565.55	39.97%	5,783,892.56	98.13%	98.91%
Municipal Services	1,288.82	14.33%	127,489.86	94.52%	98.60%
Boone MV Fee	NA	NA	NA	NA	NA
Blowing Rock	NA	NA	NA	NA	NA
Seven Devils	NA	NA	NA	NA	NA
Beech Mountain	NA	NA	NA	NA	NA
Total Town Taxes	\$78,854.37		\$5,911,382.42		
Total Amount Collected	\$1,041,118.62		\$46,476,497.63		

 Tax Collections Director

 Tax Administrator

AGENDA ITEM 9:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

Mr. Warren will present the Refunds and Releases Reports. Board action is required to accept the Refunds and Releases Reports.

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT
1516098 APPALACHIAN AUTO GLASS 174 OLD EAST KING ST BOONE, NC 286072901	PP 2018	2286	03/31/2020			0	G01	22.95
	516098999			C02			C02	26.65
	TAX RELEASES				7217		G01L	2.30
	closed						C02L	2.67
								54.57
1516098 APPALACHIAN AUTO GLASS 174 OLD EAST KING ST BOONE, NC 286072901	PP 2019	2523	03/31/2020			0	G01	25.03
	516098999			C02			C02	25.46
	TAX RELEASES				7218		G01L	2.50
	closed						C02L	2.55
								55.54
1343045 BEECH MOUNTAIN TOWN OF 403 BEECH MOUNTAIN PARKWAY BANNER ELK, NC 28604-8012	RE 2019	12325	03/31/2020			0	G01	80.60
	1950-34-9104-000			C05			SWF	80.00
	TAX RELEASES				7231			
	OWNED BY TOWN OF BEECH MTN PROPERTY IS EXEMPT							160.60
1513820 DIVELLO, JOHN M. & FRANCES C. PO BOX 234 MATTITUCK, NY 11952	RE 2019	31302	03/31/2020			0	F12	97.30
	2837-32-7320-000			F12			G01	784.24
	TAX RELEASES				7225			
	PARCEL WAS DEACTIVATED							881.54
1513820 DIVELLO, JOHN M. & FRANCES C. PO BOX 234 MATTITUCK, NY 11952	RE 2019	31309	03/31/2020			0	F12	43.90
	2837-44-1268-000			F12			G01	353.83
	TAX RELEASES				7224			
	PARCEL DEACTIVATED							397.73
1606478 FUELLING, BEVERLY M PO BOX 1635 BLOWING ROCK, NC 28605	RE 2019	6104	03/31/2020			0	F01	51.95
	1898-48-0441-000			F01			G01	418.72
	TAX RELEASES				7228		SWF	80.00
	PROPERTY SHOULD HAVE BEEN DEACTIVATED REBILLED UNDER 1898480489000							550.67
1606478 FUELLING, BEVERLY M PO BOX 1635 BLOWING ROCK, NC 28605	RE 2019	6107	03/31/2020			0	F01	81.15
	1898-48-1242-000			F01			G01	654.07
	TAX RELEASES				7229		SWF	80.00
	PROPERTY SHOULD HAVE BEEN DEACTIVATED REBILLED UNDER 1898480299000							815.22
1785694 IBM CREDIT LLC PO BOX 1159 SOUTHURY, CT 06488-8159	PP 2019	1255	03/31/2020			0	C02	24.35
	2818			C02			G01	23.94
	TAX RELEASES				7220		MS1	.87
	OUT OF BUSINESS							49.16

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1754459 JACOBS, ZACHARY 191 VL MORETZ RD DEEP GAP, NC 28618	RE 2019 2961-03-7006-000 TAX RELEASES THIS PROPERTY NOT OWNED BY JACOBS	49382	03/31/2020	F10	7215	0 F10 G01	8.45 68.11 <hr/> 76.56
1563545 JANOSKY, MICHAEL PAUL 14815 S. W. 153RD COURT MIAMI, FL 33196	PP 2019 564 TAX RELEASES DOES NOT RENT ANY LONGER	193	03/31/2020	C05	7214	0 G01 G01L	20.63 2.06 <hr/> 22.69
1748005 KNIGHT, DANIEL W. 797 POSSUM HOLLOW RD BLOWING ROCK, NC 28605	PP 2019 1176 TAX RELEASES sold boat & trailer in 2010	446	03/31/2020	C03	7222	0 G01 G01L	7.94 .79 <hr/> 8.73
1743591 LEWIS, WILLIAM 2203 OLD 421 S BOONE, NC 28607	PP 2019 1083 TAX RELEASES hasnt owned in that boat since	411	03/31/2020	F10	7219 2015	0 F10 G01	.77 6.17 <hr/> 6.94
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019 1964-87-7276-000 TAX RELEASES RELEASE AND REBILL TO 1612340	15662	03/31/2020	F04	7198	0 F04 G01	5.95 47.96 <hr/> 53.91
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019 1964-87-7276-000 TAX RELEASES RELEASE AND REBILL TO 1612340 Reversal of release	15662	03/31/2020	F04	7209 7198	0 F04 G01	-5.95 -47.96 <hr/> -53.91
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019 1964-87-7276-000 REFUND RELEASE RELEASE AND REBILL TO 1612340	15662	03/31/2020	F04	7210	0 F04 G01	5.95 47.96 <hr/> 53.91
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019 1974-15-0598-000 REFUND RELEASE RELEASE AND REBILL TO 1612340	17259	03/31/2020	F04	7211	0 F04 G01	9.45 76.17 <hr/> 85.62
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019 1974-15-0598-000 TAX RELEASES RELEASE AND REBILL TO 1612340	17259	03/31/2020	F04	7199	0 F04 G01	9.45 76.17 <hr/> 85.62

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	17259	03/31/2020			0 F04	-9.45
	1974-15-0598-000			F04	7203	G01	-76.17
	TAX RELEASES RELEASE AND REBILL TO 1612340 Reversal of release 7199						-85.62
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	18725	03/31/2020			0 F07	-11.55
	1981-96-0896-000			F07	7204	G01	-93.09
	TAX RELEASES RELEASE AND REBILL TO 1612340 Reversal of release 7200						-104.64
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	18725	03/31/2020			0 F07	11.55
	1981-96-0896-000			F07	7200	G01	93.09
	TAX RELEASES RELEASE AND REBILL TO 1612340						104.64
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	18725	03/31/2020			0 F07	11.55
	1981-96-0896-000			F07	7212	G01	93.09
	REFUND RELEASE RELEASE AND REBILL TO 1612340						104.64
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	18744	03/31/2020			0 F07	12.70
	1981-97-2182-000			F07	7213	G01	102.36
	REFUND RELEASE RELEASE AND REBILL TO 1612340						115.06
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	18744	03/31/2020			0 F07	12.70
	1981-97-2182-000			F07	7201	G01	102.36
	TAX RELEASES RELEASE AND REBILL TO 1612340						115.06
1810522 MADOR, TIMANDDRA A 4756 BANTA RD BARGERSVILLE, IN 46106	RE 2019	18744	03/31/2020			0 F07	-12.70
	1981-97-2182-000			F07	7202	G01	-102.36
	TAX RELEASES RELEASE AND REBILL TO 1612340 Reversal of release 7201						-115.06
1701515 NOLAN, JOHN M 490 VISTA VIEW LOOP STEVENSVILLE, MT 59870	PP 2019	265	03/31/2020			0 G01	19.99
	721			C05	7223	G01L	2.00
	TAX RELEASES SOLD PROPERTY IN 2018						21.99
1616775 RAYMOND, KAREN M 878 RED CEDAR RD BOONE, NC 28607	RE 2019	33241	03/31/2020			0 F05	79.73
	2858-27-5572-000			F05	7230	G01	378.01
	TAX RELEASES PROPERTY WAS MERGED AND BILLED UNDER 2858276667000						457.74

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT	
1644793 SAUDER, PAGE COMBES 125 REMBRANDT DR BOONE, NC 286078399	PP 2017	1000136	03/31/2020			0	C02	6.77	
	2315			C02			G01	5.82	
	TAX RELEASES				7226				
					tag was transferred to another vehicle			12.59	
1553464 SMITH, LOVE D SMITH, RAYMOND A C/O RELIANCE TRUST CO. SPECIAL 1100 ABERNATHY ROAD NE STE 400 ATLANTA, GA 30328-5634	RE 2019	6776	03/31/2020			0	F01	44.15	
	1899-26-1147-000			F01			G01	355.85	
	TAX RELEASES				7221				
					MISSED TRANSFER, RELEASE AND REBILL TO NEW OWNER			400.00	
1624282 TRUST OF VIVIAN D LAGER 10735 FAIRMONT VILLAGE DR WELLINGTON, FL 33449	RE 2020	1000007	03/31/2020			56,000	G01	175.28	
	1940-96-6734-000			C05			G01	175.28	
	TAX RELEASES				7227		G01	197.68	
						DIFFERENCE IN VALUE CALCULATED WRONG		G01	197.68
								G01	225.68
								971.60	
DETAIL SUMMARY	COUNT: 29		RELEASES - TOTAL			56,000		5,303.10	

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2017	PP	C02	BOONE PP	6.77
2017	PP	G01	WATAUGA COUNTY PP	5.82
			2017 TOTAL	12.59
2018	PP	C02	BOONE PP	26.65
2018	PP	C02L	BOONE LATE LIST	2.67
2018	PP	G01	WATAUGA COUNTY PP	22.95
2018	PP	G01L	WATAUGA COUNTY LATE LIST	2.30
			2018 TOTAL	54.57
2019	RE	F01	FOSCOE FIRE RE	177.25
2019	RE	F04	BEAVER DAM FIRE RE	15.40
2019	RE	F05	STEWART SIMMONS FIRE RE	79.73
2019	RE	F07	COVE CREEK FIRE RE	24.25
2019	RE	F10	DEEP GAP FIRE RE	8.45
2019	RE	F12	BLOWING ROCK FIRE RE	141.20
2019	RE	G01	WATAUGA COUNTY RE	3,413.01
2019	RE	SWF	SANITATION USER FEE	240.00
2019	PP	C02	BOONE PP	49.81
2019	PP	C02L	BOONE LATE LIST	2.55
2019	PP	F10	DEEP GAP FIRE PP	.77
2019	PP	G01	WATAUGA COUNTY PP	103.70
2019	PP	G01L	WATAUGA COUNTY LATE LIST	7.35
2019	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.87
			2019 TOTAL	4,264.34
2020	RE	G01	WATAUGA COUNTY RE	971.60
			2020 TOTAL	971.60
			SUMMARY TOTAL	5,303.10

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT
C02	2017	C02 BOONE PP	6.77
C02	2017	G01 WATAUGA COUNTY PP	5.82
C02	2018	C02 BOONE PP	26.65
C02	2018	C02L BOONE LATE LIST	2.67
C02	2018	G01 WATAUGA COUNTY PP	22.95
C02	2018	G01L WATAUGA COUNTY LATE LIST	2.30
C02	2019	C02 BOONE PP	49.81
C02	2019	C02L BOONE LATE LIST	2.55
C02	2019	G01 WATAUGA COUNTY PP	48.97
C02	2019	G01L WATAUGA COUNTY LATE LIST	2.50
C02	2019	MS1 BOONE MUNICIPAL SERV DIST PP	.87
		C02 TOTAL	171.86
C03	2019	G01 WATAUGA COUNTY PP	7.94
C03	2019	G01L WATAUGA COUNTY LATE LIST	.79
		C03 TOTAL	8.73
C05	2019	G01 WATAUGA COUNTY PP	121.22
C05	2019	G01L WATAUGA COUNTY LATE LIST	4.06
C05	2019	SWF SANITATION USER FEE	80.00
C05	2020	G01 WATAUGA COUNTY RE	971.60
		C05 TOTAL	1,176.88
F01	2019	F01 FOSCOE FIRE RE	177.25
F01	2019	G01 WATAUGA COUNTY RE	1,428.64
F01	2019	SWF SANITATION USER FEE	160.00
		F01 TOTAL	1,765.89
F04	2019	F04 BEAVER DAM FIRE RE	15.40
F04	2019	G01 WATAUGA COUNTY RE	124.13
		F04 TOTAL	139.53
F05	2019	F05 STEWART SIMMONS FIRE RE	79.73
F05	2019	G01 WATAUGA COUNTY RE	378.01
		F05 TOTAL	457.74
F07	2019	F07 COVE CREEK FIRE RE	24.25
F07	2019	G01 WATAUGA COUNTY RE	195.45
		F07 TOTAL	219.70
F10	2019	F10 DEEP GAP FIRE RE	9.22
F10	2019	G01 WATAUGA COUNTY RE	74.28
		F10 TOTAL	83.50
F12	2019	F12 BLOWING ROCK FIRE RE	141.20
F12	2019	G01 WATAUGA COUNTY RE	1,138.07
		F12 TOTAL	1,279.27

03/31/2020 13:45
Larry.Warren

WATAUGA COUNTY
RELEASES - 03/01/2020 TO 03/31/2020

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tncrapt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR YEAR CHARGE AMOUNT

SUMMARY TOTAL 5,303.10

AGENDA ITEM 10:**ANNE-MARIE PARK PAVING BID AWARD REQUEST****MANAGER'S COMMENTS:**

Mr. Robert Marsh, Maintenance Director, recently solicited bids for paving of the Anne-Marie parking lot. Four bidders responded with Moretz Paving providing the lowest responsive bid in the amount of \$127,344.50. This lot is part of the overall plan to provide parking for the new community recreation center, baseball and soccer fields, and greenway usage. Per the long term lease with the Town of Boone, Town Council approval is required to pave the lots. Town Council approval will be sought once the Board of Commissioners have approved the paving bid. At present time, no funding from the Town of Boone has been requested even though these projects will provide parking for both the greenway and Mayor's park.

Board action is required to accept the bid from Moretz Paving in the amount of \$127,344.50 to pave the Anne-Marie parking lot and seek Town of Boone approval for the paving of the parking lot.




WATAUGA COUNTY MAINTENANCE DEPARTMENT

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

Fax (828) 264-1473

TO: Deron Geouque, County Manager

FROM: Robert Marsh, Maintenance Director 

DATE: April 13, 2020

RE: Anne Marie Park Paving Bid Recommendation

Background

The Anne Marie Park parking lot, located across from the National Guard Armory, was constructed in 2005 on land leased from the Town of Boone. The surface of the parking lot was covered with gravel instead of pavement due to Town of Boone floodplain regulations. Watauga County approached the Town of Boone in 2019 with a request to upgrade the parking lot in order to yield more parking spaces by asphaltting and striping the parking lot in an orderly fashion. The County received a verbal authorization to proceed with this project, however, to date, there is no written documentation to confirm the Town's decision to allow this project to proceed.

A bid advertisement was posted on the County's website on March 2, 2020. Additionally, the following list of vendors was solicited by email: Boone Paving, Moretz Paving, Tri-County Paving and Shatley Paving. Four bidders responded with bids, and on April 9, 2020, bids were opened and recorded at the Maintenance Office.

Bid Summary

<u>Company</u>	<u>Address</u>	<u>Form of Bid</u>	<u>Bid</u>
Moretz Paving	Zionville, NC	Hand delivered	\$127,344.50
Boone Paving	Boone, NC	Hand delivered	\$162,500.00
Tri-County Paving	West Jefferson, NC	Email	\$139,800.75
Shatley	West Jefferson, NC	Email	\$138,559.00

Recommendation

Staff recommends the low bidder, Moretz Paving, Inc., for installing a new asphalt parking lot at the Anne Marie Park Parking Lot for a contract amount of \$127,344.50. Moretz has a history of providing excellent service to the County on past projects.

Fiscal Impact

The 19-20 Maintenance budget contains adequate funds to cover the cost of this paving contract.



P.O. Box 270 • Zionville, NC 28698
 Phone: (828) 297-5048 • Fax: (828) 297-7703

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO Watauga County Maintenance		PHONE	DATE 9-9-2020
STREET Robert Marsh		JOB NAME Complex 2 & 3	
CITY, STATE AND ZIP CODE		JOB LOCATION Ann Maria Park	
ARCHITECT	DATE OF PLANS		JOB PHONE

We hereby submit specifications and estimates for:

**Place & Compact 6" ABC
 Pave with 2" 1-19.0 C
 Pave with 1" 5.9.5C
 Stripe according to plan**

ROCK CLAUSE

NOTE: NOT RESPONSIBLE FOR UNDERGROUND UTILITIES

NOTE: NOT RESPONSIBLE FOR SCUFFING

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of: _____ dollars (\$ **127,344.50**).

Payment to be made as follows:

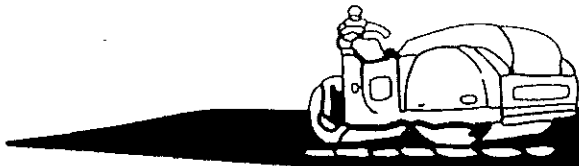
All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature **Don Greer**
 Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____ Signature _____



BOONE PAVING AND ASPHALT INC.

**RESIDENTIAL
AND COMMERCIAL**

271 Dove Acres • Vilas, NC 28692 • PH/FAX: 828-963-5179

PROPOSAL AND ACCEPTANCE

Date: April 7, 2020
 Proposed to: Robert Marsh
 Job Name: Town/County Park - Parking Lot
 Address: Hunting Hills Lane
 City, State, Zip: Boone, NC 28607
 Phone Number: 828.264.1430
 Email: N/A

DESCRIPTION OF SPECIFICATIONS AND PRICING: Commercial Parking Lot

Prepare all gravel areas for paving as follows:

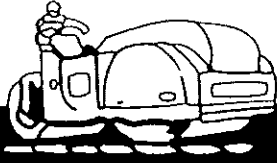
1. Rough grade existing gravel surface to develop base consistency and proper sloping.
2. Build base using 2" ABC in 3" courses.
3. Grade each base course ensuring proper pitch toward grass areas and away from roadway.
4. Wet compact each base course ensuring a 6" stabilized base prior to asphalt application.
5. Apply coarse asphalt, binder (RI19.0B) to all prepared areas.
6. Compact binder resulting in a minimum thickness of 2" upon completion.
7. Apply fine grade asphalt (RS9.5B) to all prepared areas.
8. Compact asphalt resulting in a minimum thickness of 1" upon completion.
9. Tamp/compact asphalt edges to provide stability.

Notes: Scuffing/tire marks are not the responsibility of Boone Paving & Asphalt, Inc. and will not affect the integrity of the asphalt.

We hereby agree to furnish the material and labor using the process specified above for the sum of:	<u>\$162,500.00</u>
Payment Terms:	
ONE-THIRD DUE UPON JOB START	<u>\$54,000.00</u>
BALANCE DUE UPON COMPLETION	<u>\$108,500.00</u>

Authorized Signature: _____ **Date:** _____

Customer Signature: _____ **Date:** _____



BOONE PAVING AND ASPHALT INC.

**RESIDENTIAL
AND COMMERCIAL**

----- 271 Dove Acres • Vilas, NC 28692 • PH/FAX: 828-963-5179 -----

ACCEPTANCE OF PROPOSAL:

The above prices, specifications and conditions are satisfactory and hereby accepted.

Payments will be made in accordance with the Payment Terms as outlined in this Proposal.

Note: This proposal may be withdrawn by Boone Paving & Asphalt, Inc., if not accepted within sixty (60) days.

All material is guaranteed to be as specified.

All work to be completed in a workman like manner according to standard practice.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the Proposal and Acceptance total.

All agreements contingent upon strikes, accidents, weather or delays are beyond our control.

Owner to carry fire and other necessary insurance.

Our workers are fully covered by Workman's Compensation Insurance.

Tri-County Paving, Inc.

Estimate

Date	Estimate #
4/3/2020	29513

Name / Address
Watauga County Ann Maria Park Hunting Hills Rd Boone, NC 28607

Description	Qty	Cost	Total
Estimate prepared for Watauga County, Ann Maria Park Complex 2 and 3 Fields. Bid Date: Thursday: April 9, 2 PM. Bids can be submitted by e-mail to: Robert.Marsh@watgov.org.		129,560.75	129,560.75
The scope of work will consist of the following:			
1. Add 6" of ABC stone to existing stone base			
2. Condition and compact ABC stone			
3. Pave first with 2"+/- compacted binder course asphalt			
4. Pave second with 1"+/- compacted surface course asphalt			
Striping Per Plans Provided on Sheet #4: 2300 LNFT of White Line striping per plans provided.		1,265.00	1,265.00
Handicapped Signage: Includes the signage installed and pavement markings		2,375.00	2,375.00
Bump Stops: A total of 88 bumpstops are included in this quote from Sheet #4.		6,600.00	6,600.00

THANK YOU FOR THE OPPORTUNITY TO SUBMIT A QUOTE ON YOUR WORK

Total

Phone #	Fax #	E-mail
336-246-7244	336-846-4914	www.tricopaving@skybest.com

Tri-County Paving, Inc.

Estimate

Date	Estimate #
4/3/2020	29513

Name / Address
Watauga County Ann Maria Park Hunting Hills Rd Boone, NC 28607

Description	Qty	Cost	Total
We appreciate the opportunity to submit this quote. We are licensed NC, VA, and TN General Contractors and Accredited Members of the N.C. Better Business Bureau. Our company has served the High Country for 43 years since 1977 and are fully licensed, fully insured and bondable. Our asphalt company is a Pre-qualified NC DOT Contractor and NC Certified Asphalt Technicians serve on our paving crew. Our grading crew also has NC DOT Certified Erosion Control Specialists. Please call if we can further serve you.			

THANK YOU FOR THE OPPORTUNITY TO SUBMIT A QUOTE ON YOUR WORK

Total	\$139,800.75
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Phone #	Fax #	E-mail
336-246-7244	336-846-4914	www.tricopaving@skybest.com

Shatley Investments

515 Clarence Lyall Road
West Jefferson, NC 28694
336-877-8824

Fax: 336-877-8821

E-Mail: shatleypave@skybest.com

March 26, 2020
Ann Maria Park

Setup and Pave Drive Area

Setup 4663 s/y area with 6" of ABC Stone, watered and compacted (1539-ton allowance). Pave 4663 s/y area with 2" of I19 Binder, Tack, and Pave with 1" of S9.5C Surface Mix Asphalt. This includes installing handicapped signs, marking per plans, and 88 concrete curb stops.

Total \$138,559.00

***This proposal is subject to verification of area and work area is to be marked by others.**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Shatley Paving is authorized to do the work as specified. Payment is due and payable in full at job completion. Due to changing material costs, this proposal is valid for 30 days from the date listed above.

Signature _____ Date _____

AGENDA ITEM 11:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Acceptance of Recreation Trails Grant for Rocky Knob Park

MANAGER’S COMMENTS:

On June 16, 2019, the Board approved Mr. Kristian Jackson, Rocky Knob Trail Boss, to submit an application to the North Carolina Recreational Trails Program Grant. The TDA agreed to provide the 25% match of the \$100,000 request, if funded. Mr. Jackson recently received notification that the grant was awarded.

Board approval is required to accept the \$100,000 grant from the North Carolina Recreational Trails Program Grant with the matching funds to be provided by the County TDA.

This Contract is hereby made and entered into this 16 day of April, 2020, by and between the **NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES**, (the "Agency") and the **Boone Area Cyclists**, (the "Grantee") (referred to collectively as the "Parties") for the **Rocky Knob Park 2020 Trails Renovation Project**, as described in the Grantee's Response to Agency's Call for Grant Proposals (the "Project").

1. Contract Documents: This Contract consists of the following documents, all of which are identified by name as:

Grant Contract No. RTP2020-7787

- (1) Grant Contract
- (2) Secretary Award Letter
- (3) General Terms and Conditions
- (4) Notice of Certain Reporting and Audit Requirements
- (5) Federal Certification Regarding Drug-Free Workplace
- (6) Federal Certification Regarding Lobbying
- (7) Federal Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- (8) Federal Assurances - Compliance Form
- (9) Application Signature Page
- (10) Insurance Requirement Notification Form
- (11) Grant Administrative and Programmatic Conditions
- (12) IRS Tax Exempt Letter ***
- (13) Conflict of Interest Statement ***
- (14) No Overdue Tax Debt Certification ***
- (15) Grantee's Response to Agency's Call for Grant Proposals (grantee's application), including line item budget and budget narrative and *if applicable*, indirect cost documentation

Authorizing Grantee Signature *

I certify that, as a Non-Government Organization (NGO), I understand the documents listed above in **RED** are required in order to enter into a contract with the Agency. I certify that, I have uploaded and submitted the documents to the Agency via the Grants Management System (GMS).

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements. The Parties may enter into Contract amendments in accordance with the General Terms and Conditions as described herein.

2. Precedence Among Contract Documents: In the event of a conflict between terms of the Contract Documents, the term in the Contract Document with the highest relative precedence prevails. The order of precedence is established by the order of documents in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment has the highest precedence and the oldest amendment has the lowest precedence.

3. Contract Period: This Contract shall be effective for a period of three (3) years from the date of the Secretary Award letter, 20 day of February, 2020, and expires on 19 day of February, 2023.

4. Contract Procedures: Once this Contract has been executed and the Secretary Award letter issued, the Grantee shall undertake and complete the Project in accordance with the sequence of steps outlined below, which shall assure expeditious completion considering the purposes of this Contract:

- a. Complete Environmental Review and obtain & abide by any required permits;

i. Grantee will obtain all required permits to complete the Project prior to beginning construction. Grantee must provide documentation of the Environmental Review and all required permits to initiate the next step.

b. Notify the Grants Manager when the Grantee is ready to begin the Project once they have received a notice to proceed;

i. The Grantee may begin to incur expenses for the Project only once they have completed this notification.

c. Request reimbursement for eligible expenses at a minimum of every six (6) months;

d. Notify the Regional Trails Specialist and Grants Manager when the Project is complete to schedule a final inspection;

i. Grantee must complete the Project within the term of this Contract.

e. Request final reimbursement prior to the termination or expiration of this Contract;

f. Submit a letter to unencumber any remaining funds that were not used for the contracted deliverables.

5. Grantee's Duties: The Grantee provides the Project as described in the Grantee's Response to Agency's Call for Grant Proposals and in accordance with the approved budget therein.

6. Agency's Duties: The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents.

The total amount paid by the Agency to the Grantee under this Contract shall not exceed	
one hundred thousand Dollars	\$100,000.00

This amount consists of:

Type of Funds	Funding Source	CFDA No.
Other Receipts	FHWA-RTP THROUGH DOT	20.219

Accounting Code Information:

Dollars	GL Company	GL Account	GL Center
\$100,000.00	4602	536E25	2803

a. The Grantee's matching requirement is \$25,000.00 , which shall consist of:

In-Kind	\$25,000.00
Cash	\$0.00

b. The Grantee has committed to an additional \$29,752.00 to complete the project as described in the Grantee's response to Agency's call for grant proposals.

In-Kind	\$29,752.00
Cash	\$0.00

The contributions from the Grantee shall be sourced from non-federal funds.

The total contract amount is **\$154,752.00** .

7. Conflict of Interest Policy: Grantee implements a Conflict of Interest policy that meets or exceeds the requirements of N.C.G.S. §143-6.2 (b1). Grantee has filed with the Agency a copy, which is attached, of Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its board of directors or other governing body in accordance with N.C.G.S.143-6.2(b1)(2005). The policy addresses situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body,

from the Grantee's disbursing of State funds and includes actions to be taken by the Grantee or the individual, or both, to avoid conflicts of interest and the appearance of impropriety.

- 8. Statement of No Overdue Tax Debts:** Grantee's sworn written statement pursuant to N.C.G.S. 143-6.2(b2), stating that the Grantee does not have any overdue tax debts, as defined by G.S. 105-243.1, at the federal, State, or local level, is attached. Grantee acknowledges a false statement in this regard is a criminal offense punishable as provided in G.S. 143-34(b).
- 9. Reversion of Unexpended Funds:** Any unexpended grant funds shall revert to the Agency upon termination of this Contract.
- 10. Reporting Requirements:** This Contract is subject to the reporting requirements described on the Notice of Certain Reporting and Audit Requirements which is attached.
- 11. Payment Provisions:** The Grantee will be reimbursed for actual allowable expenditures with the Agency retaining a minimum of ten percent (10%) of the Agency's funds until all required activities are completed and reports/deliverables are received and accepted by the Agency. Allowable expenditures are defined as those associated with work performed to meet the milestones that have been addressed during the specific reporting period. The Agency may withhold payment on invoices when the Grantee fails to accomplish the milestones stated in the Grantee's response to Agency's call for grant proposals.
- 12. Invoices:** The Grantee shall submit invoices to the Agency Contract Administrator at least quarterly. The final invoice must be received by the Agency within 45 days after the end of the contract period. Amended or corrected invoices must be received by the Agency's Office of the Controller within six (6) months after the end of the contract period. The Agency will not pay any invoice received more than six (6) months after the end of the effective period.
- 13. Contract Administrators:** Each Party submits notices, questions and correspondence to the other Party's Contract Administrator. The name, address, telephone number, fax number, and email address of the Parties' initial Contract Administrators are set out below. Either Party may change the name, address, telephone number, fax number, or email address of its Contract Administrator or Principal Investigator or Key Personnel by giving timely notice to the other Party.

Any changes in the scope of this Contract which increase or decrease the Grantee's compensation are not effective until approved in writing by the Agency's Head or Authorized Agent.

Agency Contract Administrator:	
Talivia Brodie NC Division of Parks and Recreation test MSC 1615 Raleigh, NC 27599-1615 (919) 707-9320 talivia.brodie@ncparks.gov	
Grantee Contract Administrator	Grantee Principal Investigator or Key Personnel
Kristian Jackson Boone Area Cyclists PO Box 361 Boone, NC 28607 +1 (828) 262-6326 Ext: null jackson.kristian@gmail.com	Kristian Jackson Boone Area Cyclists PO Box 361 Boone, NC 28607 +1 (828) 262-6326 Ext: null jackson.kristian@gmail.com

- 14. Grantee Principal Investigator or Key Personnel:** The Grantee shall not substitute the Principal Investigator or Key Personnel assigned to the performance of this Contract without timely notice to the Agency Contract Administrator.
- 15. Supplantation of Expenditure of Public Funds:** The Grantee assures that funds received pursuant to this Contract shall be used only to supplement, not to supplant, the total amount of federal, State and local public funds that the Grantee otherwise expends for the Project services and related programs FHWA-RTP through NC DOT funds. Funds received under this Contract shall be used to provide additional public

funding for such services; the funds shall not be used to reduce the Grantee's total expenditure of other public funds for such services.

16. Disbursements: As a condition of this Contract, Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:

- a. Implement adequate internal controls over disbursements;
- b. Pre-audit all vouchers presented for payment to determine:
 - i. Validity and accuracy of payment
 - ii. Payment due date
 - iii. Adequacy of documentation supporting payment
 - iv. Legality of disbursement
- c. Assure adequate control of signature stamps/plates;
- d. Assure adequate control of negotiable instruments; and
- e. Implement procedures to ensure that account balance is solvent and reconcile the account monthly.

17. Outsourcing: The Grantee certifies that it has identified to the Agency all jobs related to this Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Contract without providing notice to the Agency and obtaining written approval from the Agency Contract Administrator prior to outsourcing.

18. E-Verify: As required by G.S. §143-48.5 (Session Law 2013-418), the Grantee certifies that it, and each of its subcontractors for any contract awarded as a result of this solicitation, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal EVerify system.

19. Assurances for Non-Federally Funded Contracts: The GRANTEE certifies that with regard to:

- 1. Debarment And Suspension -To the best of its knowledge and belief that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local government agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Lobbying -To the best of his or her knowledge and belief, that:

- (a) No Federal, State or local government appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, State or local government agency; a member of Congress, North Carolina's General Assembly or local government body; an officer or employee of Congress, North Carolina's General Assembly or local government body, or an employee of a member of Congress, North Carolina's General Assembly or local government body, in connection with the awarding of any Federal, State or local government contract, the making of any Federal, State or local government grant, the making of any Federal, State or local government loan, the entering into of any Federal, State or local government cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal, State or local government contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal, State or local government appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency; a member of Congress, North Carolina's General Assembly or local government body; an officer or employee of Congress, North Carolina's General Assembly or local government body; or an employee of a member of Congress, North Carolina's General Assembly or local government body in connection with the Federal, State or local government contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

3. Drug-Free Work Place Requirements - It will comply by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about-
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
 - (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) Notifying the Agency within ten days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction;
 - (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above with respect to any employee who is so convicted -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f), above.
4. Will comply with the provisions of the Equal Employment Practices Act set out in Article 49A of Chapter 143 of the North Carolina General Statutes.
 5. Will comply, as applicable, with the provisions of the Wage and Hour Act, Occupational Safety and Health Act of North Carolina, Controlled Substance Examination Regulation, Retaliatory Employment Discrimination, Safety and Health Programs and Committees, Workplace Violence Prevention, and other applicable provisions of Chapter 95 of the North Carolina General Statutes regarding labor standards.
 6. Will comply with all applicable requirements of all other federal, state and local government laws, executive orders, regulations and policies governing this program.

20. Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

N.C.G.S. §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you (Grantee) attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, the Grantee and the Agency execute this agreement in two (2) originals, one (1) of which is retained by the Grantee and one (1) of which is retained by the Agency, the day and year first above written.

GRANTEE	
Title	
Trail Director	
Printed Name	
Kristian Jackson	
Grantee's Signature	
member: FF236BB1-9B39-409F-81B8-339829F7D1F0 A746F65E-EF97-4D37-A06D-DCEEEB0C1AA1	Digitally signed by member: FF236BB1-9B39-409F-81B8-339829F7D1F0 A746F65E-EF97-4D37-A06D-DCEEEB0C1AA1 Date: 2020.04.07 10:32:15 -04'00'

NORTH CAROLINA DEPARTMENT OF NATURAL AND CULTURAL RESOURCES

Title
Printed Name
Authorized Agent's Signature

NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS

1. **PERFORMANCE AND DEFAULT:** If, through any cause, Grantee shall fail to fulfill in timely and proper manner the obligations under this contract, the Agency shall have the right to terminate this contract by giving written notice to the Grantee and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Grantee shall, at the option of the Agency, become its property, and the Grantee shall be entitled to receive just and equitable compensation for any acceptable work completed on such materials. Notwithstanding, Grantee shall not be relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of this contract, and the Agency may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Agency from such breach can be determined. In addition, in the event of default by the Contractor under this contract, or upon the Contractor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Contractor, the Agency may immediately cease doing business with the Contractor, immediately terminate this contract for cause, and may act to debar the Contractor from doing future business with the Agency.
2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the items offered prior to their delivery, it shall be the responsibility of the Grantee to notify, in writing, the issuing purchasing office at once, indicating the specific regulation which required such alterations. The Agency reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the Grantee are dependent upon and subject to the availability of funds to the agency for the purpose set forth in this contract.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.
 - a. G.S. §143-59.1 bars the Secretary of Administration from entering into Contracts with Grantees if the Grantee or its affiliates meet one of the conditions of G. S. §105-164.8(b) and refuses to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G. S. §105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the Agency that solicit sales or transact business on behalf of the Grantee and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the Grantee certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
 - b. All agencies participating in this Contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the Grantee will be executed and returned by the using agency.
 - c. Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees) unless required by the North Carolina Department of Revenue.
5. **SITUS:** The place of this Contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in Contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **GOVERNING LAWS:** This Contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules.
7. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency is responsible for all payments to the Grantee under the Contract. Payment by some agencies may be made by procurement card, if the Vendor accepts that card (Visa, Master Card, etc.) from other customers, and it shall be accepted by the Vendor for payment under the same terms and conditions as any other method of payment accepted by the Vendor. If payment is made by procurement card, then payment may be processed immediately by the Vendor.
8. **AFFIRMATIVE ACTION:** The Grantee will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
9. **INTELLECTUAL PROPERTY INDEMNITY:** Grantee shall hold and save the Agency, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in any copyrighted material, patented or unpatented invention, articles, device or appliance delivered in connection with this contract.

10. ADVERTISING: Grantee agrees not to use the existence of this Contract or the name of the State of North Carolina as part of any commercial advertising or marketing of products or services. A Grantee may inquire whether the Agency is willing to act as a reference by providing factual information directly to other prospective customers.

11. ACCESS TO PERSONS AND RECORDS: During and after the term hereof, the State Auditor and any using agency's internal auditors shall have access to persons and records related to this Contract to verify accounts and data affecting fees or performance under the Contract, as provided in G.S. §143-49(9) and §147-64.7.

12. ASSIGNMENT: No assignment of the Grantee's obligations nor the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Grantee, the Agency may:

- a. Forward the Grantee's payment check directly to any person or entity designated by the Grantee, and
- b. Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check.

In no event shall such approval and action obligate the Agency to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Contract obligations. Upon advance written request, the Agency may, in its unfettered discretion, approve an assignment to the surviving entity of a merger, acquisition or corporate reorganization, if made as part of the transfer of all or substantially all of the Grantee's assets. Any purported assignment made in violation of this provision shall be void and a material breach of this Contract.

13. INSURANCE:

COVERAGE - During the term of the Contract, the Grantee at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Grantee shall provide and maintain the following coverage and limits:

- a. **Worker's Compensation** - The Grantee shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$500,000.00, covering all of Grantee's employees who are engaged in any work under the Contract. If any work is sub-contracted, the Grantee shall require the sub-Contractor to provide the same coverage for any of his employees engaged in any work under the Contract.
- b. **Commercial General Liability** - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$1,000,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability.)
- c. **Automobile** - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the Contract. The minimum combined single limit shall be \$250,000.00 bodily injury and property damage; \$250,000.00 uninsured/under insured motorist; and \$2,500.00 medical payment.

REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Grantee and is of the essence of this Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Grantee shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Grantee shall not be interpreted as limiting the Grantee's liability and obligations under the Contract.

14. GENERAL INDEMNITY: The Grantee shall hold and save the Agency, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Grantee in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the Grantee provided that the Grantee is notified in writing within 30 days that the Agency has knowledge of such claims. The Grantee represents and warrants that it shall make no claim of any kind or nature against the Agency's agents who are involved in the delivery or processing of Grantee goods to the Agency. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

- 15. INDEPENDENT CONTRACTOR:** Grantee shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. Grantee represents that it has, or will secure at its own expense, all personnel required in performing the services under this contract. Such employees shall not be employees of, or have any individual contractual relationship with the Agency.
- 16. KEY PERSONNEL:** Grantee shall not substitute key personnel assigned to the performance of this contract without prior written approval by the Agency's assigned Contract Lead. The individuals designated as key personnel for purposes of this contract are those specified in the RFP or Grantee's proposal.
- 17. SUBCONTRACTING:** Work proposed to be performed under this contract by the Grantee or its employees shall not be subcontracted without prior written approval of the Agency's assigned Contract Administrator.
- 18. TERMINATION FOR CONVENIENCE:** The Agency may terminate this contract at any time by 30 days' notice in writing from the Agency to the Grantee. In that event, all finished or unfinished deliverable items prepared by the Grantee under this contract shall, at the option of the Agency, become its property. If the contract is terminated by the Agency as provided in this section, the Agency shall pay for services satisfactorily completed by the Grantee, less payment or compensation previously made.
- 19. CONFIDENTIALITY:** Any Agency information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Grantee under this contract shall be kept as confidential, used only for the purpose(s) required to perform this contract and not divulged or made available to any individual or organization without the prior written approval of the Agency.
- 20. CARE OF PROPERTY:** The Grantee agrees that it shall be responsible for the proper custody and care of any property furnished it by the Agency for use in connection with the performance of this contract or purchased by or for the Agency for this contract, and Grantee will reimburse the Agency for loss or damage of such property while in Grantee's custody.
- 21. PROPERTY RIGHTS:** All deliverable items produced for or as a result of this contract shall be and become the property of the Agency, and Grantee hereby assigns all ownership rights in such deliverables, including all intellectual property rights, to the Agency; provided, however, that as to any preexisting works imbedded in such deliverables, Grantee hereby grants the Agency a fully-paid, perpetual license to copy, distribute and adapt the preexisting works.
- 22. COMPLIANCE WITH LAWS:** Grantee shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
- 23. AMENDMENTS:** This contract may be amended only by written amendments duly executed by the Agency and the Grantee. This Contract shall not be amended orally or by performance.
- 24. WAIVER:** The failure to enforce or the waiver by the Agency of any right or of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
- 25. FORCE MAJEURE:** Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Notice of Certain Reporting and Audit Requirements

Grantee shall comply with the all rules and reporting requirements established by statute or administrative rules. For convenience, the requirements of 09 NCAC Subchapter 03M.0205 are set forth in this Attachment.

Reporting Thresholds.

There are three reporting thresholds established for grantees and subgrantees receiving State funds. The reporting thresholds are:

- (1) Less than \$25,000 -- A grantee that receives, uses, or expends State funds in an amount less than twenty-five thousand dollars (\$25,000) within its fiscal year must comply with the reporting requirements established by 09 NCAC Subchapter 03M including:
 - (A) A certification completed by the grantee Board and management stating that the State funds were received, used, or expended for the purposes for which they were granted; and
 - (B) An accounting of the State funds received, used, or expended. All reporting requirements shall be filed with the funding agency within six months after the end of the grantee's fiscal year in which the State funds were received.
- (2) \$25,000 up to \$500,000 - A grantee that receives, uses, or expends State funds in an amount of at least twenty-five thousand (\$25,000) and up to five hundred thousand dollars (\$500,000) within its fiscal year must comply with the reporting requirements established by this Subchapter including:
 - (A) A certification completed by the grantee Board and management stating that the State funds were received, used, or expended for the purposes for which they were granted;
 - (B) An accounting of the State funds received, used, or expended; and
 - (C) A description of activities and accomplishments undertaken by the grantee with the State funds. All reporting requirements shall be filed with the funding agency within six months after the end of the grantee's fiscal year in which the State funds were received.
- (3) Greater than \$500,000 -- A grantee that receives, uses, or expends State funds and in the amount greater than five hundred thousand dollars (\$500,000) within its fiscal year must comply with the reporting requirements established by this Subchapter including:
 - (A) A certification completed by the grantee Board and management stating that the State funds were received, used, or expended for the purposes for which they were granted;
 - (B) An audit prepared and completed by a licensed Certified Public Accountant for the grantee consistent with the reporting requirement of this Subchapter; and
 - (C) A description of activities and accomplishments undertaken by the grantee with the State funds. All reporting requirements shall be filed with both the funding agency and the Office of the State Auditor within nine months after the end of the grantee's fiscal year in which the State funds were received.

Other Provisions:

1. Unless prohibited by law, the costs of audits made in accordance with the provisions of 09 NCAC 03M.0205 are allowable charges to State and Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with cost principles outlined in the Office of Budget and Management(OMB) Circular A-87. The cost of any audit not conducted in accordance with this Subchapter is unallowable and shall not be charged to State or Federal grants.
2. The audit requirements in 09 NCAC Subchapter 03M do not replace a request for submission of audit reports by grant or agencies in connection with requests for direct appropriation of state aid by the General Assembly.
3. Notwithstanding the provisions of 09 NCAC Subchapter 03M, a grantee may satisfy the reporting requirements of Part(a)(3)(B) of this Rule by submitting a copy of the report required under the federal law with respect to the same funds.

FEDERAL CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
(Requirement of Governmental Agencies and Non-Profit Organizations)

1. By execution of this Agreement the Contractor certifies that it will provide a drug-free workplace by:
 - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - B. Establishing a drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The Contractor's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - C. Making it a requirement that each employee be engaged in the performance of the agreement be given a copy of the statement required by paragraph (A);
 - D. Notify the employee in the statement required by paragraph (A) that, as a condition of employment under the agreement, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - E. Notify the Department within ten days after receiving notice under subparagraph (D) (2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local law enforcement, or other appropriate agency; and

Making a good effort to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), and (E).

False certification or violation of the certification may be grounds for suspension of payments, suspension or termination of grants, or government-wide Federal suspension or debarment, 45 C.F.R. 82.510.

Date/Time Field
Agency/Organization
Boone Area Cyclists
Title
Signature

FEDERAL CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form ILL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date/Time Field
Agency/Organization
Boone Area Cyclists
Title
Signature

**FEDERAL CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS
(Requirement of Governmental Agencies and Non-Profit Organizations)
Instructions for Certification**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of the fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant will provide immediate written notice to the person to which the proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used *in* this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter any lower tier covered transaction with a person who is debarred, suspended, determined ineligible or voluntarily excluded from participation in this covered transaction unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency of which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to required establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized in paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension, and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Date/Time Field
Agency/Organization
Boone Area Cyclists
Title
Signature

RECREATIONAL TRAILS PROGRAM
FEDERAL ASSURANCES - COMPLIANCE FORM
(Requirement of Governmental Agencies and Non-Profit Organizations)

As the duly authorized representative of the applicant, I certify that the applicant:

Name of Applicant: Boone Area Cyclists

1. Will comply with the provisions of Title H, Americans with Disabilities Act of 1991.
2. Will comply with Section 1302 (e) (2) (C) of the RTP that prohibits the use of grant funds to accommodate motorized use on trails that have been predominately used by non-motorized trail users prior to May 1,1991.
3. Any Federal agency agrees that the construction of new trails crossing Federal lands in compliance with all applicable laws, including the National Environmental Policy Act, the Forest and Rangeland Renewable Resources Planning Act and the Federal Land Policy and Management Act.
4. Any Federal agency agrees that construction of any recreational trail on National Park Service or National Forest Service lands for motorized uses will be on lands proposed for such uses and will not be on lands in designated wilderness areas and that such construction is otherwise consistent with the management direction is such approved land and resources management plan.
5. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
6. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
7. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
8. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
9. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. " 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. ' 794) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination act of 1975, as amended (42 U.S.C. " 6101-6107) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 93-255), as amended relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) " 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. ' 3601 et seq.), as amended relating to nondiscrimination in the sale, rental or financing of housing; (i) any other non-discrimination provisions in the specific statute(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination statute(s) which may apply to the application.
10. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
11. Will comply with the provisions of the Hatch Act (5 U.S.C. " 1501-1508 and 7324-7328) which limits the political activities of employees whose principal employment activities are funded in Whole or in part with Federal funds.
12. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to

purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

13. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EI 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with (O 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. " 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. ' 7401 et seq.) (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
14. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. " 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
15. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), E0 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
16. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1986.
17. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.
18. "Buy America" provisions apply to steel and iron used in a "Federal-aid highway construction project." If a trail project uses steel for bridges or trail signs and the costs for these items exceeds \$2,500.00, the provisions of 23 CFR 635.410(b)(4) apply.
19. The "Disadvantaged Business Enterprise" (DBE) requirement applies to this RTP grant. The objective of the DBE Program is to provide disadvantaged business enterprises with opportunities to compete for government contracts. In keeping with this requirement, we ask that each RIP grant recipient, where feasible and practical, encourage DBE listed contractors and suppliers to bid for trail work for which you were granted RTP funds. For information about North Carolina Department of Transportation's approved DBE contractors, visit

<https://www.ebs.nc.gov/VendorDirectory/default.html>

Date/Time Field
Agency/Organization
Boone Area Cyclists
Title
Signature

**NORTH CAROLINA'S RECREATIONAL TRAILS PROGRAM
APPLICATION SIGNATURE PAGE**

"On behalf of the applicant, I hereby certify the information contained in the Recreational Trails Program grant application is true and correct. I understand this application will be rated on the basis of the information submitted and the submission of incorrect data or an incomplete application can result in this application being eliminated from consideration for funding."

"I hereby certify the applicant will comply with all applicable local, state and Federal laws and regulations."

"I hereby certify the availability of a minimum of 25% of the requested Recreational Trails Program grant amount as noted in this application."

Date/Time Field
Title
Signature

Attested By

Note: Non-profit organizations applying for RTP funding for a project located on lands managed by a governmental agency must have the approval of the chief executive officer of the affected land managing agency. This approval is to be represented by the signature of the chief executive officer below.

Approved on
Agency/Organization
Title
By

**FEDERAL RECREATIONAL TRAILS PROGRAM
INSURANCE REQUIREMENT NOTIFICATION FORM**
(Requirement of Governmental Agencies and Non-Profit Organizations)

A grantee must provide **INSURANCE** during the term of a State Grant Contract. As a minimum, the grantee shall provide and maintain the following coverage and limits:

- a. Worker's Compensation - The Grantee shall provide and maintain Worker's Compensation Insurance, as required by the laws of North Carolina, as well as employer's liability coverage with minimum limits of \$150,000.00, covering all of Grantee's employees who are engaged in any work under the contract. If any work is subcontracted, the Grantee shall require the subcontractor to provide the same coverage for any of its employees engaged in any work under the contract.
- b. Commercial General Liability - General Liability Coverage on a Comprehensive Broad Form on an occurrence basis in the minimum amount of \$500,000.00 Combined Single Limit. (Defense cost shall be in excess of the limit of liability).
- c. Automobile - Automobile Liability Insurance, to include liability coverage, covering all owned, hired and non-owned vehicles, used in connection with the contract. The minimum combined single limit shall be \$150,000.00 bodily injury and property damage; \$150,000.00 uninsured/under insured motorist; and \$1,000.00 medical payment.

Providing and maintaining adequate insurance coverage is a material obligation of the contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this contract. The limits of coverage under each insurance policy maintained by the contractor shall not be interpreted as limiting the contractor's liability and obligations under the contract.

As the approved contact for the below listed organization, I sign that I have read and am now aware of the Insurance Requirement that will be noted in the General Terms and Conditions of our pending State Grant Contract.

Date/Time Field
Agency/Organization
Boone Area Cyclists
Title
Signature



Recreational Trails Program

Number: 20.219

Agency: Department of Transportation Office: Federal Highway Administration (FHWA)

PROGRAM INFORMATION

Authorization (040):

Fixing America's Surface Transportation (FAST) Act., Public Law 114-94, 23 U.S.C 104, 133, 206.

Objectives (050):

To provide funds to the States to develop and maintain recreational trails and trail-related facilities for both nonmotorized and motorized recreational trail uses. The funds represent a portion of the motor fuel excise tax collected from nonhighway recreational fuel use.

Types of Assistance (060):

Formula Grants; Formula Grants (Apportionments)

Uses and Use Restrictions (070):

Funds from this program may be used for: (1) Maintenance and restoration of existing trails; (2) development and rehabilitation of trailside and trailhead facilities and trail linkages; (3) purchase and lease of trail construction and maintenance equipment; (4) construction of new trails (with restrictions for new trails on Federal lands); (5) acquisition of easements or property for trails or trail corridors; (6) assessment of trail conditions for accessibility and maintenance; (7) development and dissemination of publications and operation of educational programs to promote safety and environmental protection (as those objectives relate to one or more of the use of recreational trails, supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training), (limited to 5 percent of a State's funds); and (8) State administrative costs related to this program (limited to 7 percent of a State's funds). Funds may not be used for: property condemnation; constructing new trails for motorized use on National Forest or Bureau of Land Management lands unless the project is consistent with resource management plans; or facilitating motorized access on otherwise nonmotorized trails. The USDOT encourages States to enter into contracts and cooperative agreements with qualified youth conservation or service corps to perform construction and maintenance of recreational trails under this program.

Note: States must return 1 percent of the funds to the FHWA for administrative, research, technical assistance, and training expenses for the program. The FHWA may enter into contracts with for-profit organizations or contracts, partnerships, or cooperative agreements with other government agencies, institutions of higher learning, or nonprofit organizations to perform these tasks. Funds from this program may be used for: (1) Maintenance and restoration of existing trails; (2) development and rehabilitation of trailside and trailhead facilities and trail linkages; (3) purchase and lease of trail construction and maintenance equipment; (4) construction of new trails (with restrictions for new trails on Federal lands); (5) acquisition of easements or property for trails or trail corridors; (6) assessment of trail conditions for accessibility and maintenance; (7) development and dissemination of publications and operation of educational programs to promote safety and environmental protection (as those objectives relate to one or more of the use of recreational trails, supporting non-law enforcement trail safety and trail use monitoring patrol programs, and providing trail-related training), (limited to 5 percent of a State's funds); and (8) State administrative costs related to this program (limited to 7 percent of a State's funds). States must use 40 percent of their funds for diverse recreational trail use, 30 percent for motorized use, and 30 percent for non-motorized use (Connecticut, Delaware, District of Columbia, and Rhode Island have a small State exception).

Note: States must return 1 percent of the funds to the FHWA for administrative, research, technical assistance, and training expenses for the program. The FHWA may enter into contracts with for-profit organizations or contracts, partnerships, or cooperative agreements with other government agencies, institutions of higher learning, or nonprofit organizations to perform these tasks.

Eligibility Requirements (080)

Applicant Eligibility (081):

(The FHWA may enter into contracts with for-profit organizations or contracts, partnerships, or cooperative agreements with other government agencies, institutions of higher learning, or nonprofit organizations using its administrative funds.)

For funds available to the States: the Governor of each State must designate the State agency or agencies responsible for administering this program. The State must have a State recreational trail advisory committee that represents both motorized and nonmotorized recreational trail users, which shall meet not less than once per fiscal year. If the State Recreational Trail Advisory Committee does not meet in a fiscal year, or does not have required representation, the State becomes ineligible for an apportionment. The State agency may accept project proposals from private organizations, or from municipal, county, State, or Federal government entities, and other government entities. The projects must satisfy one or more of the permissible uses. States may provide sub-grants to Federal, State, and local government entities and to private entities, at the discretion of the State.

Beneficiary Eligibility (082):

(The FHWA may enter into contracts with for-profit organizations or contracts, partnerships, or cooperative agreements with other government agencies, institutions of higher learning, or nonprofit organizations using its administrative funds.)

The State agency designated by the Governor. A State may opt out of the Recreational Trails Program if the Governor of the State notifies the Secretary not later than 30 days prior to apportionments being made for any fiscal year.

Credentials/Documentation (083):

Allowable costs will be determined in accordance with applicable cost principles listed in 2 CFR Part 200 for the kind of organization receiving the grant or sub-grant. 2 CFR 200, Subpart E - Cost Principles applies to this program.

Application and Award Process (090)

Preapplication Coordination (091):

Most Recreational Trails Program (RTP) projects qualify as Categorical Exclusions under the National Environmental Policy Act (NEPA). Some projects may require Environmental Assessments. Projects that may have a significant environmental impact may require Environmental Impact Statements. An environmental impact statement is required for this program. An environmental impact assessment is required for this program. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance, if the State has selected the program for review.

Application Procedures (092):

This program is excluded from coverage under 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. For funds available to the States: The States must submit project proposals to the FHWA division office located in each State for approval. The State may submit individual projects or consolidate similar projects for the purposes of program approval. FHWA approval constitutes a commitment to pay the Federal share of the project's cost. The State's projects also must be included in State transportation improvement programs and applicable metropolitan transportation improvement programs. For FHWA's administrative, research, technical assistance, and training expenses, FHWA may enter into contracts with for-profit organizations or contracts, partnerships, or cooperative agreements with other government agencies, institutions of higher learning, or nonprofit organizations to perform these tasks. Contracts are announced through www.fbo.gov. Cooperative agreements are announced through www.grants.gov.

Award Procedure (093):

For funds available to the States: The State agency or agencies designated by the Governors decide which projects will be developed within funding levels, but the FHWA division office located in each State makes the final decision on the eligibility of specific projects for funding.

Deadlines (094):

Contact the headquarters or regional office, as appropriate, for application deadlines.

Range of Approval/Disapproval Time (095):

From 5 days to 5 months. In some States, requirements for projects to be listed in statewide or metropolitan transportation improvement programs may add up to a year of delay.

Appeals (096):

Not Applicable.

Renewals (097):

Not Applicable.

Assistance Consideration (100)

Formula and Matching Requirements (101):

Statutory Formula: Title 23 U.S.C., Part 133(h), 206, and former 213(f) and (g), Public Law 114-94. 133(h), 206, and former 213(f) and (g). See http://www.fhwa.dot.gov/environment/recreational_trails/legislation/.

Matching Requirements: Percent: 80%. The Federal share is subject to a sliding scale under 23 U.S.C. 120(b). Funds from any other Federal program may be used for the non-Federal match if the project also is eligible under the other program. Recreational Trails Program funds may be used to match other Federal funds if the project also is eligible under the other program. States also may allow a programmatic match: if some project sponsors in a State provide more match funds than required, other sponsors in the State may provide less. Some in-kind materials and services may be credited toward the project match. States may allow some pre-approval planning and environmental assessment costs toward the project match. See http://www.fhwa.dot.gov/environment/recreational_trails/guidance/matchingfunds.cfm. This program does not have MOE requirements.

Length and Time Phasing of Assistance (102):

Funds generally become available at the beginning of the fiscal year for which they are authorized, and must be obligated within 3 years after the close of that fiscal year. See the following for information on how assistance is awarded/released: The method of money release varies case by case.

Post Assistance Requirements (110)

Reports (111):

No reports are required.

Audits (112):

In accordance with the provisions of 2 CFR 200, Subpart F - Audit Requirements, non-Federal entities that expend financial assistance of \$750,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Non-Federal entities that expend less than \$750,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503.

Records (113):

Project records and documents must be retained by the State for 3 years following the final submission for Federal payment in accordance with 2 CFR 200.

Financial Information (120)**Account Identification (121):**

69-8083-0-7-401.

Obligations (122):

(Formula Grants (Apportionments)) FY 15 \$80,741,889; FY 16 est \$82,365,802; and FY 17 est \$82,365,802 - The Recreational Trails Program has continued as a set-aside of funds under the Transportation Alternatives Program (20.205) at up to \$84,160,000 per year. A State may choose to opt out of the program in a fiscal year: Connecticut opted out for FY 2016. Remaining unobligated balances from prior years may be available. Note: States must return 1 percent of the funds to the FHWA for administrative, research, technical assistance, and training expenses for the program. The FHWA may enter into contracts with for-profit organizations or contracts, partnerships, or cooperative agreements with other government agencies, institutions of higher learning, or nonprofit organizations to perform these tasks.

Range and Average of Financial Assistance (123):

Apportionments to the States are based on statutory formula. All 50 States and the District of Columbia are eligible to receive apportionments. For FY 2015: \$83,318,400 was potentially available; \$80,741,889 was apportioned (Florida opted out for FY 2015). Awards ranged from \$816,847 to \$5,698,627; the average was \$1,614,838.

Program Accomplishments (130):

Fiscal Year 2015: States obligated \$72 million for approximately 1,100 projects. RTP-funded projects provide accessibility improvements, access to health and fitness, active transportation for safe and livable communities, youth employment, economic stimulus, and habitat conservation. Examples of RTP-funded projects include trails, trail bridges, and trail facilities for uses including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. Fiscal Year 2016: States will obligate about \$75-\$85 million for about 1,200 projects. RTP-funded projects provide accessibility improvements, access to health and fitness, active transportation for safe and livable communities, youth employment, economic stimulus, and habitat conservation. Examples of RTP-funded projects include trails, trail bridges, and trail facilities for uses including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. Fiscal Year 2017: No Current Data Available

Regulations, Guidelines, and Literature (140):

23 CFR, Highways and 49 CFR, Transportation. There are no regulations specifically for the Recreational Trails Program. Program guidance was completed on April 1, 1999; and is posted at <http://www.fhwa.dot.gov/environment/rectrails/guidance.htm> along with program updates. Program guidance under MAP-21 is posted at <http://www.fhwa.dot.gov/map21/guidance/guidetap.cfm> with Questions and Answers at <http://www.fhwa.dot.gov/map21/qandas/qatap.cfm>. New guidance under the FAST Act will be posted at http://www.fhwa.dot.gov/environment/transportation_alternatives/.

Information Contacts (150)**Regional or Local Office (151):**

See Regional Agency Offices. State-level offices of the Federal Highway Administration (as listed in Appendix IV of the Catalog) or the State agency designated by the Governor to administer this program.

Headquarters Office (152):

Christopher B. Douwes 1200 New Jersey Ave S.E., Washington, District of Columbia 20590 Email: christopher.douwes@dot.gov
Phone: (202) 366-5013 Fax: (202) 366-3409

Website Address (153):

http://www.fhwa.dot.gov/environment/recreational_trails/

Related Programs (160):

20.205 Highway Planning and Construction

Examples of Funded Projects (170):

Fiscal Year 2015: States obligated \$72 million for about 1,100 projects. RTP-funded projects provide accessibility improvements, access to health and fitness, active transportation for safe and livable communities, youth employment, economic stimulus, and habitat conservation. Examples of RTP-funded projects include trails, trail bridges, and trail facilities for uses including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. Fiscal Year 2016: States will obligate approximately \$75-\$85 million for about 1,200 projects. RTP-funded projects provide accessibility improvements, access to health and fitness, active transportation for safe and livable communities, youth employment, economic stimulus, and habitat conservation. Examples of RTP-funded projects include trails, trail bridges, and trail facilities for uses including hiking, bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or using other off-road motorized vehicles. Fiscal Year 2017: Similar projects will be completed as noted in FY15, and 16.

Criteria for Selecting Proposals (180):

Each State (and the District of Columbia) solicits and selects projects for funding. To be eligible, projects must be selected on the basis of State priorities within the limit of the funds apportioned to each State.

Place Holder for **Secretary Award Letter**

Please reference the Secretary Award Letter under Attachments in the Grant Management System (GMS).

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Place Holder for **IRS Tax Exempt Letter**

Please reference the IRS Tax Exempt Letter under Attachments in the Grant Management System (GMS).

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Place Holder for **Conflict of Interest Statement**

Please reference the Conflict of Interest Statement under Attachments in the Grant Management System
(GMS).

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Place Holder for **No Overdue Tax Debt Certification**

Please reference the No Overdue Tax Debt Certification under Attachments
in the Grant Management System (GMS).

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Place Holder for **Application Form**

Please reference the Application form in the Grant Management System (GMS).

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Deliverables from Application

DIL	Item Type	Description	Accom. By	Unit(s)	Units of Meas.	Rate	RTP Funds	Match Funds	Total Amount
1	P001 New Trail/ Greenway - Unpaved	New Trail 1	Contracted	6,500	feet	5.5	\$10,750.00	\$25,000.00	\$35,750.00
2	P001 New Trail/ Greenway - Unpaved	New Trail 2	Contracted	6,500	feet	5.5	\$35,750.00		\$35,750.00
3	P010 Trail Renovation	Rocky Branch Rebuild	Contracted	2,000	feet	5.5	\$11,000.00		\$11,000.00
4	P010 Trail Renovation	Rocky Branch Structures - Labor	Volunteer >= 16 Old	800	hours	24.69	\$0.00	\$19,752.00	\$19,752.00
5	P010 Trail Renovation	Rocky Branch Gravel - labor	Skilled Labor	100	hours	50	\$0.00	\$5,000.00	\$5,000.00
6	P010 Trail Renovation	PBJ Rebuild	Contracted	4,500	feet	5.5	\$24,750.00		\$24,750.00
7	P007 Design/ Planning	Planning and Design -- New Trail 1 and 2	Skilled Labor	100	hours	50	\$0.00	\$5,000.00	\$5,000.00
8	P004 Materials	Timber for boardwalks	Purchased	500	feet	25	\$12,500.00		\$12,500.00
9	P004 Materials	Gravel	Purchased	100	tons	25	\$2,500.00		\$2,500.00
10	P005 Equipment	Canycom Tracked carrier for Gravel	Rented	80	hours	15	\$1,200.00		\$1,200.00
11	P004 Materials	Fasteners	Purchased	500	feet	3.1	\$1,550.00		\$1,550.00
Sub Total(s)							\$100,000.00	\$54,752.00	\$154,752.00

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AGENDA ITEM 11:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Boards and Commissions

MANAGER'S COMMENTS:

Mr. Keith Deveraux, Director of High Country Workforce Development, recommends, on behalf of the High Country Workforce Development Board, that Mr. Hayden Gibson be reappointed to the High-Country Workforce Development Board for a term beginning July 1, 2020, and ending June 30, 2022.

Bryan Peterson, Chair
Jeff Dreyer, Vice-Chair

468 New Market Blvd., Boone, NC 28607
Phone: 828-265-5434 Fax: 828-265-5439
Relay call in NC - Dial 711
E-Mail: keith.deveraux@highcountrywdb.com
www.highcountrywdb.com

MEMORANDUM

To: Anita Fogle, Clerk to the Watauga County Board of Commissioners

From: Keith Deveraux, Director

Subject: Request for reappointment to the High Country Workforce Development Board

Date: April 8, 2020

Anita Fogle, I spoke with Hayden Gibson and he would like to be reappointed to the High Country Workforce Development Board. His business is in Watauga County in the High Country Region. Please start the reappointment process to have Hayden Gibson reappointed/confirmed to the High Country Workforce Development Board. Please let me know if I can be of further assistance during this process.

The reason we need the Watauga County Board of Commissioners to reappoint Hayden Gibson for a term beginning July 1, 2020 thru June 30, 2022 is because the High Country Workforce Development Board has to submit our annual plan to the North Carolina Department of Commerce in May and if we have vacant board seats or vacancy due to appointment process that will hold up our July funding. Thank you for your assistance with this reappointment process.

1. Hayden Gibson, Director of Human Resources
Hospitality Mints
213 Candy Lane
Boone, NC 28607
Phone: (828) 264-3045, ext. 158
Email: hgibson@hospitalitymints.com
Role (Seat): Watauga County
Private Sector Seat
Term Ends: 6/30/2020

Note: Reappointment, I recommend that Hayden Gibson be reappointed to the High-Country Workforce Development Board.

AGENDA ITEM 11:

MISCELLANEOUS ADMINISTRATIVE MATTERS

C. Announcements

MANAGER’S COMMENTS:

Budget Work Sessions are scheduled for May 14th and 15th from 12:00 PM to 8:00PM and 9:00 AM to 1:00PM, respectively. At this time, these meetings will be Zoom conference calls and follow the Electronic Meeting Policy adopted by the Board.

The Watauga Compassionate Community Initiative 2020 Conference will be held on Saturday, May 16, 2020, from 8:00 A.M. to 3:15 P.M. at Watauga High School. The Opening Keynote Speaker will be Brandon Wrencher and the Keynote Speaker will be Allison Sampson-Jackson. Please let Anita know if you wish to attend and she will be glad to RSVP on your behalf.

AGENDA ITEM 12:

PUBLIC COMMENT

AGENDA ITEM 13:

BREAK

AGENDA ITEM 14:

CLOSED SESSION

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