

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

**TUESDAY, MAY 2, 2017  
8:30 A.M.**

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

<b>TIME</b>	<b>#</b>	<b>TOPIC</b>	<b>PRESENTER</b>	<b>PAGE</b>
8:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: April 18, 2017, Regular Meeting April 18, 2017, Closed Session		1
	3	APPROVAL OF THE MAY 2, 2017, AGENDA		9
8:35	4	PROPOSED ALLOCATION OF PROJECTED FY 2018 HOME AND COMMUNITY CARE BLOCK GRANT (H&CCBG) FUNDS	MS. ANGIE BOITNOTTE	11
8:40	5	PROPOSED APPLICATION FOR DIVISION OF WATER RESOURCES GRANT FOR MIDDLE FORK GREENWAY	MR. JOE FURMAN	15
8:45	6	FINANCE MATTERS	MS. MARGARET PIERCE	
		A. Budget Amendments		23
		B. Capital Purchase Request		27
8:50	7	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. Presentation of the FY 2018 Capital Improvement Plan (CIP)		43
		B. Presentation of the Manager's FY 2018 Recommended Budget		45
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9:55	9	BREAK		66
10:00	10	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3)		66
10:15	11	ADJOURN		

**AGENDA ITEM 2:**

**APPROVAL OF MINUTES:**

April 18, 2017, Regular Meeting

April 18, 2017, Closed Session

**DRAFT****MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS  
TUESDAY, APRIL 18, 2017**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, April 18, 2017, at 5:30 P.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: John Welch, Chairman  
 Billy Kennedy, Vice-Chairman  
 Jimmy Hodges, Commissioner  
 Larry Turnbow, Commissioner  
 Perry Yates, Commissioner  
 Anthony di Santi, County Attorney  
 Deron Geouque, County Manager  
 Anita J. Fogle, Clerk to the Board

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

Commissioner Yates opened with prayer and Vice-Chairman Kennedy led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Welch called for additions and/or corrections to the April 4, 2017, regular and closed session minutes.

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to approve the April 4, 2017, regular meeting minutes as presented.

VOTE: Aye-5  
 Nay-0

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to approve the April 4, 2017, closed session minutes as presented.

VOTE: Aye-5  
 Nay-0

**APPROVAL OF AGENDA**

Chairman Welch called for additions and/or corrections to the April 18, 2017, agenda.

County Manager Geouque requested to add a Proposed North Carolina Parks and Recreation Trust Fund (PARTF) Application Certification for consideration.

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to approve the April 18, 2017, agenda as amended.

VOTE: Aye-5  
Nay-0

**PROPOSED PROCLAMATION HONORING DR. JACK D. LAWRENCE, SR.**

Chairman Welch read a proposed proclamation honoring the life of Dr. Jack D. Lawrence, Sr. for his lifelong public service to Watauga County.

Commissioner Yates, seconded by Commissioner Turnbow, moved to adopt the proclamation as presented.

VOTE: Aye-5  
Nay-0

Chairman Welch presented the adopted proclamation honoring Dr. Lawrence to his family members who were present.

**PUBLIC HEARING TO ALLOW CITIZEN COMMENT REGARDING A FOSCOE/GRANDFATHER COMMUNITY ZONING MAP AMENDMENT**

A public hearing was scheduled for the Foscoe-Grandfather Community Zoning Map Amendment requested by FS Holdings Ltd., owners of a 2.44 acre tract located at 178/190 Riley Road in Foscoe.

Mr. John Spears, Planner I, presented the request to rezone from Highway Commercial to Light Industrial. Mr. Spears stated that, if the Board of Commissioners approves the map amendment, then the Board of Adjustment would consider a conditional use permit for the rezoned property.

Commissioner Yates, seconded by Vice-Chairman Kennedy, moved to call the public hearing to order at 5:46 P.M.

VOTE: Aye-5  
Nay-0

There was no public comment.

Commissioner Yates, seconded by Commissioner Turnbow, moved to close the public hearing at 5:46 P.M.

VOTE: Aye-5  
Nay-0

Commissioner Yates, seconded by Commissioner Hodges, moved to approve the map amendment as requested.

VOTE: Aye-5  
Nay-0



## **PLANNING & INSPECTIONS MATTERS**

### ***A. Transfer of Easements from Middle Fork Greenway/Watauga County Pathways***

Mr. Joe Furman, Planning and Inspections Director, requested the Board approve and accept the assignment of easements for four (4) tracts of land related to the Middle Fork Greenway located between Tweetsie Railroad and Niley Cook Road.

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to accept the assignment of the easements as presented.

VOTE: Aye-5  
Nay-0

### ***B. Proposed North Carolina Parks and Recreation Trust Fund (PARTF) Application Certification***

Mr. Joe Furman presented a North Carolina Parks and Recreation Trust Fund (PARTF) application certification which requires Board approval and is part of the application for the Middle Fork Greenway project.

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to approve the certification as presented.

VOTE: Aye-5  
Nay-0

### ***C. Proposed Amendments to the Ordinance to Govern Subdivisions and Multi-Unit Structures***

Mr. Ric Mattar, Planning Board Chairman, presented the Planning Board's recommended amendments to the Ordinance To Govern Subdivisions and Multi-Unit Structures as a result of the Board of Commissioners' January request to review the ordinance. A public hearing was requested to be scheduled for May 16, 2017, at 5:30 PM.

Commissioner Yates, seconded by Commissioner Hodges, moved to schedule a public hearing for May 16, 2017, at 5:30 PM to allow citizen comment on the proposed amendments to the Ordinance to Govern Subdivisions and Multi-Unit Structures.

VOTE: Aye-5  
Nay-0

## **MAINTENANCE MATTERS**

### ***A. Architect Selection for Health Department Renovations***

Per discussion at the annual retreat, staff has proceeded forward with the planning of the relocation of the Planning and Inspections, Veterans Services, and Red Cross offices to the Watauga County Health Department. The relocation will assist in the establishment of a one-stop process with regards to individuals needing a building and septic permit. Also, veterans will

be closer to other services offered by the County with their new location in the Health Department.

North Carolina General Statute 143-64.31 requires the hiring of architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services to be selected on the basis of demonstrated competence and qualification for the type of professional services required without regard to fee. However, NCGS 143-64.32 allows for an exemption on the above requirement in writing when an estimated professional fee is in an amount less than fifty thousand dollars (\$50,000).

Mr. Robert Marsh, Maintenance Director, stated that, in order to move the project forward, staff recommends the Board hire David R. Jones Architecture to design the proposed renovation project. Mr. Jones' estimate for the renovation is \$129,071.58 with his fee set at \$12,907.16 for a total project cost of \$141,978.74. Staff has identified \$12,907.16 in the current budget with the \$129,071.58 project cost to be incorporated into the Fiscal Year 2017-2018 budget. County Manager Geouque stated that staff preferred Scheme II.

Commissioner Yates, seconded by Commissioner Turnbow, moved to exempt the Health Department building renovations project per NCGS 143-64.32 and hire David R. Jones Architecture, contingent upon a contract being reviewed by the County Attorney.

VOTE: Aye-5  
Nay-0

***B. HVAC Bid Award Request for Winkler's Creek Facility – New License Plate and Maintenance Offices***

Mr. Marsh stated that the County recently received the following four (4) bids for the replacement of the HVAC equipment and duct work at the Winkler's Creek Facility (the former AppalCART building):

Vendor	Brand of Equipment	Total Cost
HVAC Inc. Bristol, TN	Carrier	\$23,801
Boone Heating and Cooling Boone, NC	Carrier	\$26,285
Mtn. Heating and Cooling Boone, NC	Trane	\$26,404
Edmisten Heating and Cooling Boone, NC	Rheem	\$30,342

Mr. Marsh recommended acceptance of HVAC Inc.'s bid, the lowest responsive bidder, in the amount of \$23,801 for the replacement of the HVAC system. Adequate funds have been budgeted to cover this expense.

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to award the bid for the replacement of the HVAC system at the Winkler's Creek Facility to HVAC Inc. in the amount of \$23,801.

VOTE: Aye-5  
Nay-0

***C. Change Order Request for LEC Water and Sewer Project***

Mr. Marsh stated that the Board awarded a contract to Iron Mountain Construction in October 2016 to upgrade the sewer lift station at the Watauga County Law Enforcement Center (LEC). Subsequent to this, the County solicited bids for upgrading a portion of the existing water service at the Law Enforcement Center. Iron Mountain was the lowest responsive bidder for this project as well. In an effort to expedite the water project and realize a cost savings; staff is requesting the Board authorize a change order to Iron Mountain's current contract in the amount of \$51,724. Funds from the administrative contingency have been identified to cover the expense.

Commissioner Yates, seconded by Commissioner Turnbow, moved to approve Iron Mountain Construction's change order in the amount \$51,724 for upgrade/replacement of a portion of the existing water line at the Law Enforcement Center.

VOTE: Aye-5  
Nay-0

**TAX MATTERS**

***A. Monthly Collections Report***

Tax Administrator, Mr. Larry Warren, presented the Tax Collections Report for the month of March 2017. The report was presented for information only and, therefore, no action was required.

***B. Refunds and Releases***

Mr. Warren presented the Refunds and Releases Report for March 2017 for Board approval:

TO BE TYPED IN MINUTE BOOK

Vice-Chairman Kennedy, seconded by Commissioner Hodges, moved to approve the Refunds and Releases Report for March 2017 as presented.

VOTE: Aye-5  
Nay-0

**FINANCE MATTERS**

***A. Proposed Juvenile Crime Prevention Council (JCPC) Budget Amendment***

Ms. Margaret Pierce, Finance Director, presented a revised Juvenile Crime Prevention Council (JCPC) FY 2016-17 Funding Allocation form. One of the original programs was unable to fully

expend funds and, therefore, the Council has requested to transfer \$1,288 to the Administrative line to be used for the upcoming State of the Child event and other miscellaneous expenses. No additional County funding is required.

Commissioner Yates, seconded by Vice-Chairman Kennedy, moved to approve the revised Juvenile Crime Prevention Council funding allocation as presented by Ms. Pierce.

VOTE: Aye-5  
Nay-0

### ***B. Budget Amendment***

Ms. Pierce stated that over the last two (2) years, staff has incrementally increased the funds budgeted to be received from the State for the Medicaid Hold Harmless. Sales tax collection and Medicaid expenses affect the amount received by the County. Staff is conservative in the amounts budgeted for these funds due to the uncertainty in sales tax collection and Medicaid expenses and the State's history of withholding or reducing funds designated for Counties. A perfect example is Lottery funds in which the State has not upheld their statutory commitment.

The additional \$400,000, if recognized, will be utilized for the County to continue the catch-up process on capital needs that have not been met over the last several years due to the economic downturn. A formal budget amendment will be presented at a future meeting detailing a list of capital projects and items.

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to recognize \$400,000 in additional revenue from Medicaid Hold Harmless.

VOTE: Aye-5  
Nay-0

## **MISCELLANEOUS ADMINISTRATIVE MATTERS**

### ***A. Proposed Resolution In Support of The State of the Child Forum***

County Manager Geouque presented a proposed resolution in support of the State of the Child Forum being held on May 5, 2017, per Commissioner request.

Commissioner Turnbow, seconded by Commissioner Yates, moved to adopt the resolution in support of the State of the Child Forum being held on May 5, 2017, as presented.

VOTE: Aye-5  
Nay-0

### ***B. Announcements***

County Manager Geouque announced the following:

- A State of the Child Forum with the themes of Childhood Trauma and Trauma Informed Communities is scheduled for Friday May 5, 2017, from 8:00 A.M. until 4:30 P.M. at Boone United Methodist Church. The opening Keynote Speaker will be Dr. George "Tripp" Ake, a licensed psychologist who specializes in trauma and trauma treatment. Please see the attached email for more information.
- The FY 2018 Proposed Budget will be presented at the May 2, 2017, Board meeting. Budget Work Sessions have been scheduled Thursday, May 4, 2017, from 10:00 A.M. to 5:00 P.M. and Monday, May 8, 2017, from 12:00 P.M. to 7:00 P.M. to review the Proposed Budget.
- May 8 - 13, 2017, has been designated as "Community Pride Week" in Watauga County. Household Hazardous Waste Day will be held during the Community Pride Week on Saturday, May 13, 2017 from 8:00 AM to 12:00 PM. The Sheriff's Office will also be collecting unused medications, prescription or over-the-counter, at the three local Food Lion locations as well as Foscoe Fire Department on Saturday, May 13, 2017.

**PUBLIC COMMENT**

There was no public comment.

**CLOSED SESSION**

At 6:20 P.M., Vice-Chairman Kennedy, seconded by Commissioner Hodges, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Personnel Matters, per G. S. 143-318.11(a)(6).

VOTE: Aye-5  
Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to resume the open meeting at 7:00 P.M.

VOTE: Aye-5  
Nay-0

**ADJOURN**

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to adjourn the meeting at 7:01 P.M.

John Welch, Chairman

ATTEST: Anita J. Fogle, Clerk to the Board

**AGENDA ITEM 3:**

**APPROVAL OF THE MAY 2, 2017, AGENDA**

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**AGENDA ITEM 4:**

**PROPOSED ALLOCATION OF PROJECTED FY 2018 HOME AND COMMUNITY CARE BLOCK GRANT (H&CCBG) FUNDS**

Ms. Angie Boitnotte will request Board action to accept the projected allocation of \$258,498 in Home and Community Care Block Grant (H&CCBG) funds for FY 2018. The required local match is \$28,722 and is present in the Project on Aging's FY 2018 requested budget. The allocation is as detailed in Ms. Boitnotte's memo.

Board approval is requested.





# Watauga County Project on Aging

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

Website: [www.wataugacounty.org/aging](http://www.wataugacounty.org/aging) [angie.boitnotte@watgov.org](mailto:angie.boitnotte@watgov.org)

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

## MEMORANDUM

**TO:** Deron Geouque, County Manager

**FROM:** Angie Boitnotte, Director

**DATE:** April 25, 2017

**SUBJ:** Request for Board of County Commissioners' Consideration: Allocation of Projected FY2018 Home and Community Care Block Grant Funds

The Home and Community Care Block Grant (HCCBG) allocation for FY2018 is projected to be \$258,498, which requires a local match of \$28,722. The match is present in our FY18 County budget request. The Advisory Committee made the following recommendations for the projected allocation:

<b>HCCBG Service</b>	<b>HCCBG Allocation</b>	<b>Match</b>
In-Home Aide	\$118,938	\$13,215
Congregate Meals	\$44,442	\$4,938
Home Delivered Meals	\$79,320	\$8,814
Transportation	\$15,798	\$1,755

Upon approval, these funds will become part of the Project on Aging FY 2018 budget.

I plan to be present for discussion or questions.

cc: Karin Bare, Administrative Assistant II

<b>NAME AND ADDRESS</b> COMMUNITY SERVICE PROVIDER Watauga County Project on Aging 132 Poplar Grove Connector, Suite A Boone, NC 28607	<b>Home and Community Care Block Grant for Older Adults</b>  <b>County Funding Plan</b>  <b>Provider Services Summary</b>	<b>DOA-732 (Rev. 2/15)</b> <b>County: Watauga</b> <b>July 1, 2017 through June 30, 2018</b> <b>REVISION # , DATE:</b>
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Services	Ser. Delivery		A				B	C	D	E	F	G	H	I
	(Check One)		Block Grant Funding				Required	Net*	NSIP	Total	Projected	Projected	Projected	Projected
	Direct	Purch.	Access	In-Home	Other	Total	Local Match	Serv Cost	Subsidy	Funding	HCCBG Units	Reimburse. Rate	HCCBG Clients	Total Units
Transportation		X	15,798			//////////	1,755	17,553	0	17,553	2,201	7.9751	25	4,900
In-Home Aide I	X			87,678		//////////	9,742	97,420	0	97,420	4,332	22.4885	130	16,476
In-Home Aide II	X			31,260		//////////	3,473	34,733	0	34,733	1,545	22.4810	50	5,874
Congregate Meals	X				44,442	//////////	4,938	49,380	10,000	59,380	7,451	6.6273	400	18,200
Home Delivered Meals	X				79,320	//////////	8,814	88,134	14,000	102,134	10,457	8.4282	150	25,000
						//////////								
						//////////								
						//////////								
						//////////								
						//////////								
<b>Total</b>	//////////	//////////	15,798	118,938	123,762	258,498	28,722	287,220	24,000	311,220	25,986	//////////	755	70,450

\*Adult Day Care & Adult Day Health Care Net Service Cost

	ADC	ADHC			
Daily Care	_____	_____	Certification of required minimum local match availability. Required local match will be expended simultaneously with Block Grant Funding.	_____	
Transportation	_____	_____		Authorized Signature, Title	_____
Administrative	_____	_____		Community Service Provider	_____
Net Ser. Cost Total	_____	_____			_____
	_____	_____	Signature, County Finance Officer	_____	
			Date	_____	
			Signature, Chairman, Board of Commissioners	_____	
			Date	_____	

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**AGENDA ITEM 5:****PROPOSED APPLICATION FOR DIVISION OF WATER RESOURCES GRANT FOR MIDDLE FORK GREENWAY****MANAGER'S COMMENTS:**

Mr. Furman, Planning and Inspections Director, will request permission from the Commissioners to apply for up to \$200,000 from the NC Division of Water Resources (DWR) for the Middle Fork Greenway, Section 4. This is the section for which PARTF funds are being requested. The match for the DWR grant would be provided through grants and other funds the Middle Fork Greenway Association has on hand. No County funds are requested. The application is due July 1<sup>st</sup>. The grant guidelines are available at <https://ncdenr.s3.amazonaws.com/s3fs-public/Water%20Resources/documents/DRAFT%20Spring%202017%20WRDPG%20Guidelines%20v8.pdf>. Attached is the required resolution, which was drafted from the model, included in the guidelines.

Board action is required to authorize staff to apply for \$200,000 from the NC Division of Water Resources (DWR) for the Middle Fork Greenway, Section 4 and adopt the attached resolution.

State of North Carolina

County of Watauga

DRAFT

**Resolution**

**WHEREAS**, the Watauga County Board of Commissioners desires to sponsor development of the Middle Fork Greenway.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1) The Board requests the State of North Carolina to provide financial assistance to Watauga County for Middle Fork Greenway Section 4 in the amount of \$200,000;
- 2) The Board assumes full obligation for payment of the balance of project costs;
- 3) The Board will obtain all necessary State and Federal permits;
- 4) The Board will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Board will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) The Board will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) The Board will assure that the project is open for use by the public on an equal basis with no restrictions;
- 8) The Board will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) The Board accepts responsibility for the operation and maintenance of the completed project.

**ADOPTED** by the Watauga County Board of Commissioners this 2<sup>nd</sup> day of May, 2017.




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John Welch, Chairman  
Watauga County Board of Commissioners

ATTEST:

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Anita J. Fogle, Clerk to the Board

## N.C. Division of Water Resources

### Water Resources Development Grant Program – Spring 2017 Guidelines

**Administered by:** Division of Water Resources (DWR), N.C. Department of Environmental Quality (NCDEQ), 1611 Mail Service Center, Raleigh, N.C., 27699-1611. Phone: (919) 707-9000

**Authority:** NCDEQ (the department) is authorized to provide grants to local governments for water resources development projects by General Statutes 143-215.70-.73. These statutes can be viewed on the web at the following web address:

<http://www.ncleg.net/gascripts/Statutes/StatutesTOC.pl?Chapter=0143>

**Application Deadlines:** Applications are received throughout the year for two standard grant cycles. The spring 2017 grant cycle began Jan. 1 and will end June 30. The fall 2017 grant cycle will begin July 1 and will end Dec. 31.

**Who is Eligible:** Units of local government and local political subdivisions.

**Eligible Purposes and Cost-Share Percentages:** The types of projects listed below are eligible for state cost-sharing by the department. The General Assembly placed a 50% matching limit on Water Resources Development Project Grants during their 2011 session. This limit will remain in place until rescinded by the General Assembly. **Grants may be made for the nonfederal share of water resources development projects for the following purposes:**

- **Stream Restoration**
- **Water Management**
- **Water-based Recreation Sites**
- **General Navigation**
- **Recreational Navigation**
- **Feasibility or Engineering Study**
- **NRCS Environmental Quality Incentives Program (EQIP) Stream Restoration Projects**

Projects planned and constructed by a federal agency with a local cost-share and projects without federal assistance are both eligible for state financial assistance. However, the applicant must be a unit of local government. Non-eligible purposes include compensatory mitigation and the generation of compensatory mitigation credits for impacts to aquatic resources per the Federal Mitigation Rule (33 CFR Part 332). However, compensatory mitigation projects can be located directly adjacent to an eligible project for the purposes of achieving maximum ecological benefit. Projects associated with meeting an existing permit requirement (i.e., Phase I and Phase II Stormwater) and small watershed projects of the Natural Resources Conservation Service (reviewed by the N.C. Soil and Water Conservation Commission) are also not eligible for funding.

## **Application Package**

An application for a Water Resources Development Project Grant (WRDG) should include the six items listed below. All required forms and grant information can be found at the following website: <https://deq.nc.gov/about/divisions/water-resources/water-resources-grants/financial-assistance>. Please check this website frequently for updates.

**I. Electronic Application Form** - All applications should identify the Project Sponsor (applicant, elected official with signatory authority) and the Primary Contact (applicant's representative responsible for project oversight and management). Contact information for both should include ten-digit telephone number and U.S. Postal mailing address, and email address if available. It is the applicant's responsibility to update this information as necessary. We have begun transitioning the application process to a streamlined web-based format which we anticipate being ready for use later this year. Please check our website for updates.

**II. Official Resolution** - The local sponsor shall include a resolution adopted by the governing board stating the amount of state aid requested and accepting the applicant's responsibilities. A representative of the Project Sponsor with signatory authority shall sign this resolution. The following responsibilities shall be included:

1. Assume full obligation for payment of the balance of project costs.
2. Obtain all necessary state and federal environmental permits.
3. Comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
4. Supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction in accordance with approved plans and specifications.
5. Obtain appropriate easements, rights-of-way or suitable spoil disposal areas that may be necessary for the construction and operation of the project without cost or obligation to the State.
6. Assure that the project is open for use by the public on an equal basis with limited restrictions (if on public property).
7. Hold the state harmless for any damages that may result from the construction, operation, and maintenance of the project.
8. Accept responsibility for operation and long-term maintenance of the completed project.

**III. Project Narrative** – The local sponsor should prepare a brief narrative about the project that begins with a statement outlining the overall project scope (what's being proposed), followed by the project justification (why it's being proposed). Additional supplementary documentation (i.e., reports, photos, letters of support) can be provided as separate attachments. A brief description of the following project elements listed below shall comprise the remainder of the project narrative:

1. Environmental, economic and social benefits provided by implementation of the project. A qualitative or quantitative description of benefits shall be listed such as linear feet of stream restored/stabilized, acres of stormwater drainage treated or miles of greenway/blueway access provided.
2. Regional benefits to an area greater than the area under the jurisdiction of the local sponsoring entity.
3. Potential adverse environmental impacts associated with implementation of the project.

4. Direct benefits to state-owned lands and properties.

**IV. Project Plan and Location Map** - A minimum of two scaled maps is required. The first map shall include the project footprint delineated on a USGS topographic quadrangle map or overlain on recent aerial photography. This map shall be at a small scale (zoomed out) to show the project area within the context of a watershed, county or region. The second map shall be a conceptual plan that describes the location of project elements listed in the project narrative. This map shall be larger scale (zoomed in) to show greater detail within the immediate project area.

**V. Project Budget** - The project budget should identify costs and income by major category in a tabular format. Major categories should also identify income source and whether it is cash or in-kind. In-kind match shall be documented in accordance with the *Reimbursement Directions* found at the WRDG website. Any changes to the project budget and/or project scope will require the written approval of NCDEQ.

**VI. No Conflict of Interest Certification** – Applicants must provide certification that the applicant, applicant’s subordinates and any person or persons designated to act on behalf of the applicant do not have an actual or apparent conflict of interest with respect to the project. A representative of the Project Sponsor with signatory authority shall sign this certification.

## **Grant Application Review and Approval**

The following criteria will be used to approve, approve in part, or disapprove grant applications.

1. The economic, social, and environmental benefits to be provided by the projects;
2. Regional benefits of projects to an area greater than the area under the jurisdiction of the local sponsoring entity;
3. The financial resources of the local sponsoring entity;
4. The environmental impact of the project;
5. Any direct benefit to State-owned lands and properties.

### **Applicant Obligation – Environmental Documentation**

All proposed projects are subject to environmental review and permitting under applicable federal and state laws. It is the applicant’s responsibility to prepare and/or provide environmental documentation that might be required for project implementation.

### **Project Site Visit**

As part of the application review process, a site visit will be scheduled to gather additional information regarding the project area to assist the Department in determining if the project meets the applicable review criteria listed in GS §143-215.72.

### **Projects Not Awarded Funding**

Applicants who are not awarded funding within one calendar year from the end date of the grant cycle in which their application was originally submitted must complete and submit a new application to DWR if they wish to re-apply. The spring grant cycle ends on July 1 and the fall cycle ends on Jan. 1 each year.



## Post Grant Funding Award

**Acceptance of a grant award will require the applicant to enter in to a grant contract with the NCDEQ. Any changes to the scope of the project or project budget will require the written approval of the NCDEQ. A contract amendment may also be required.**

Grant awards are valid for two years. The grant contract length will be two years from the date of the NCDEQ executed contract. Grant recipients can submit an extension request for one additional year beyond the grant expiration date if progress toward project completion can be sufficiently documented. An extension request shall be submitted by the project sponsor or primary contact via mail (cover letter on official agency letterhead) or email, and shall briefly document the following items:

1. Justification for the extension request
2. Summary of the current project status
3. Anticipated project schedule moving forward

The extension request and supporting documentation should be mailed to:

N.C. Division of Water Resources  
 Attn: Amin Davis  
 1611 Mail Service Center Raleigh, N.C., 27699-1611

Extension requests and supporting documentation may also be submitted electronically to [amin.davis@ncdenr.gov](mailto:amin.davis@ncdenr.gov). For more information, please see the [Reimbursement Directions](#).

Disbursement of grant funds will be on a reimbursement basis. Any expenditures incurred associated with the project's budget after the date of the award letter are eligible for reimbursement. Grantees can request 50% of project expenditures through project completion, up to the full amount of the award. Ten percent of the grant award will be retained until a close-out site visit has been completed. Reimbursement request can be submitted no more frequently than monthly. *Attachment 1* is provided below as an example.

Reimbursement request shall include:

1. A list of actual cost (expenses) by the approved budget categories
2. Total amount spent on the project to date and the amount of the reimbursement request
- 3. Copies of invoices or other documentation for materials, services and other project costs**
4. The request should be signed and dated by the project officer

The reimbursement request and supporting documentation should be mailed to:

N.C. Division of Water Resources  
 Attn: Darren England  
 1611 Mail Service Center, Raleigh, N.C. 27699-1611

Or, submitted electronically to [darren.england@ncdenr.gov](mailto:darren.england@ncdenr.gov).

### Grant Payments

The department will normally pay the grantee by check or electronically within 30 days of receipt of the statement of expenses, provided the expenses are in accordance with the project information shown in the initial request or as amended.

If the grantee decides that significant changes to a project are necessary, the grantee must send a request **in writing** to DWR and receive approval of those changes from the DWR.

**Unapproved changes will not be eligible for state cost-sharing.**

Grant funds will be available for use by the grant recipient for two years from the grant contract execution date. The contract may be extended for up to one year if the grantee requests such an extension **in writing**, and the DWR approves this request **in writing**.

### **Project Close-Out**

Upon notification of project completion from the grantee, DWR will arrange an inspection of the completed project. A staff member of DWR together with a representative of the grantee will normally carry out the inspection. However, DWR may substitute its personnel with that of other state or federal agencies that are located closer to the project to minimize the state's costs. Inspection will verify that construction was done in accordance with the approved plans and specifications.

If a project required a Section 404/401 permit application, the applicant shall provide DWR with a scaled version of the permit drawings or 'as-built' drawing(s) electronically in an Adobe PDF format prior to the close-out site visit. Applicants who are awarded funding for Feasibility/Engineering Studies shall provide DWR with the associated summary report(s) and deliverables in an electronic format.

After the project is inspected and accepted, DWR will review the accounting statements and request the department to pay the final 10% of the departments share of the non-federal cost.

**Attachment 1 - Grant Reimbursement Example****Project Cost: \$100,000****Federal Cost Share: \$50,000****Non-Federal Cost Share: \$25,000****Grant Award: \$25,000**

Invoice #1	Administration	Design	Permitting	Construction Oversight	Construction
Amount	\$200.00	\$4,800.00	\$2,000.00		

Total Expenditure	\$7,000.00
50% Reimbursement	\$3,500.00
Payment Amount	\$3,500.00

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Invoice #2	Administration	Design	Permitting	Construction Oversight	Construction
Amount	\$250.00			\$750.00	\$29,000.00

Total Expenditure	\$30,000.00
50% Reimbursement	\$15,000.00
Payment Amount	\$15,000.00

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Invoice #3	Administration	Design	Permitting	Construction Oversight	Construction
Amount	\$250.00			\$1,000.00	\$47,000.00

Total Expenditure	\$48,250.00
Remaining DWR Grant Amount	\$6,500.00
10% Withholding	\$2,500.00
Payment Amount	\$4,000.00

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Payments	Amount
#1	\$3,500.00
#2	\$15,000.00
#3	\$4,000.00
#4 (Post close-out)	\$2,500.00
<b>Total DWR Payment</b>	<b>\$25,000.00</b>

**AGENDA ITEM 6:**

**FINANCE MATTERS**

*A. Budget Amendments*

**MANAGER'S COMMENTS:**

Ms. Margaret Pierce, Finance Director, will review budget amendments as included in your packet.

Board approval is requested.



## WATAUGA COUNTY FINANCE OFFICE

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

### MEMORANDUM

**TO:** Deron T. Geouque, County Manager  
**FROM:** Margaret Pierce, Finance Director  
**SUBJECT:** Budget Amendments - FY 2016/17  
**DATE:** April 24, 2017

The following budget amendments require the approval of the Watauga County Board of Commissioners. Board approval is requested.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
243102 312100	Boone Rural Current Year Tax Revenue		15,000
283102 312101	Foscoe Current Year Tax Revenue		13,000
283102 312104	Beaver Dam Current Year Tax Revenue		3,000
283102 312105	Stewart Simmons Current Year Tax Revenue		7,000
283102 312106	Zionville Current Year Tax Revenue		4,000
283102 312107	Cove Creek Current Year Tax Revenue		13,000
283102 312108	Shawneehaw Current Year Tax Revenue		2,000
283102 312109	Meat Camp Current Year Tax Revenue		5,000
283102 312110	Deep Gap Current Year Tax Revenue		2,000
283102 312111	Todd Current Year Tax Revenue		2,500
283102 312112	Blowing Rock Current Year Tax Revenues		9,000
283102 312119	Creston Current Year Tax Revenues		350
244340 469905	Boone Rural	15,000	
284340 469901	Foscoe	13,000	
284340 469904	Beaver Dam	3,000	
284340 469905	Stewart Simmons	7,000	
284340 469906	Zionville	4,000	
284340 469907	Cove Creek	13,000	
284340 469908	Shawneehaw	2,000	
284340 469909	Meat Camp	5,000	
284340 469910	Deep Gap	2,000	
284340 469911	Todd	2,500	
284340 469912	Blowing Rock	9,000	
284340 469919	Creston	350	

To recognize additional projected property tax revenues above original budget.

<u>Account #</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103200	323100	Sales Tax Revenue	43,190
104330	469901	Foscoe Fire	4,625
104330	469904	Beaver Dam Fire	2,725
104330	469905	Boone Fire	11,120
104330	469907	Cove Creek Fire	7,800
104330	469910	Meat Camp Fire	3,985
104330	469912	Blowing Rock Fire	4,715
104330	469913	Shawneehaw Fire	2,520
104330	469924	Deep Gap Fire	5,700

To allocate funds for sales tax payments to the fire departments above original projections.

143531	323000	Federal/State Reimbursements	6,815
145410	440500	Undocumented Clients	11,205
145390	440301	Adoption Assistance IV-B	35,300
145370	469101	CSE-Legal	7,000
145480	438800	Crisis Intervention Program	12,140
145410	440002	Low Income Energy Assistance Program	12,140

To recognize changes in revenues from DHHS for increased expenditures in CSE legal services and adoption assistance due to additional cases above estimates and energy program allocation reductions. County portion of expenses is available from reduced costs for undocumented clients.

143585	323000	Title XX Daycare Revenues	63,353
143585	323002	Smart Start Revenues	20,000
145850	440900	Title XX Daycare Expenditures	63,353
145850	440901	Smart Start Daycare Expenditures	20,000

To recognize allocation reductions in daycare funds.

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## **AGENDA ITEM 6:**

### **FINANCE MATTERS**

#### ***B. Capital Purchase Request***

#### **MANAGER'S COMMENTS:**

At the April 18<sup>th</sup> meeting, the Board recognized additional revenues with a detailed list of capital purchases to be acquired at a future meeting. Ms. Margaret Pierce will review capital purchases to be approved by the Board.

Board approval is required to accept the quotes and contracts for the capital purchases as presented.





## WATAUGA COUNTY FINANCE OFFICE

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

### MEMORANDUM

**TO:** Deron T. Geouque, County Manager  
**FROM:** Margaret Pierce, Finance Director  
**SUBJECT:** Budget Amendments - FY 2016/17  
**DATE:** April 27, 2017

The following budget amendment and attached purchase requests require the approval of the Watauga County Board of Commissioners. Board approval is requested.

<u>Account #</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>
103300	323500	Medicaid Hold Harmless Revenue		400,000
104140	454000	Capital Outlay-Vehicles (Tax)	23,650	
104330	454000	Capital Outlay-Vehicles (EM)	23,650	
104350	454000	Capital Outlay-Vehicles (Planning)	23,650	
104260	454000	Capital Outlay-Vehicles (Maint)	27,890	
104960	454000	Capital Outlay-Vehicles (Soil/Water)	25,225	
106120	454000	Capital Outlay-Vehicles (Rec)	46,270	
104310	451000	Capital Outlay-Equipment (Sheriff)	148,775	
104330	451000	Capital Outlay-Equipment (EM)	18,890	
104261	435100	Maint/Repairs-Courthouse	21,000	
104263	435200	Maint/Repairs-Administration Bldg	33,505	
104275	458000	Capital Outlay-Building (Human Serv)	7,495	

To recognize the additional Medicaid Hold Harmless revenues and capital purchases as requested. The purchases include seven vehicles, 28 dual band radios, and three building improvement projects.



## WATAUGA COUNTY FINANCE OFFICE

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

### MEMORANDUM

**TO: Deron T. Geouque, County Manager**  
**FROM: Margaret Pierce, Finance Director**  
**SUBJECT: Capital purchases**  
**DATE: April 27, 2017**

Attached are details for the capital purchases requested as part of the revenue recognition of the \$400,000 additional Medicaid Hold Harmless funds received from the State.

The first request is for three 2017 Subaru Foresters. These would replace one 2006 Ford Escape (Emergency Management), one 2004 Chevy Blazer, (Tax) and one 2008 Ford F-150 (Planning). Three dealers submitted bids.

Dealer	Vehicle Price	Taxes and Tag	Total Cost
Tindol Ford Subaru	\$ 22,950	\$ 700	\$ 23,650
Jim Armstrong Subaru	\$ 23,196	\$ 702	\$ 23,898
Modern Subaru	\$ 23,647	\$ 716	\$ 24,363

Modern Subaru was offered the option as a local vendor of matching the low bidder and declined.

Board approval to purchase three 2017 Subaru Foresters from Tindol Ford Subaru for \$68,850 and a total cost of \$70,950 is requested.

The second request is for a maintenance van to replace a 2005 Chevy van currently in use. Shelving and ladder rack will be purchased to outfit the vehicle for use by the electric and plumbing crew at a cost of \$3,260 separate from the vehicle purchase. Four dealers submitted bids for a 2017 Ford Transit van.

Dealer	Vehicle Price	Taxes and Tag	Total Cost
Modern Ford	\$ 23,900	\$ 723	\$ 24,623
Capital Ford	\$ 24,022	\$ 727	\$ 24,749
Asheville Ford	\$ 24,126	\$ 730	\$ 24,856
Ashe County Ford	\$ 24,226	\$ 733	\$ 24,959

Board approval to purchase a 2017 Ford Transit van from Modern Ford in the amount of \$23,900 with additional costs of taxes, tag, shelving and ladder racks in the amount of 3,990 for a total cost of \$27,890 is requested.



The third request is for a 2017 Ford F-150 4X4 truck to replace a 2005 Dodge Ram truck for the Soil and Water Department. Four dealers were contacted, only three submitted bids for a 2017 Ford F-150 truck.

<b>Dealer</b>	<b>Vehicle Price</b>	<b>Taxes and Tag</b>	<b>Total Cost</b>
Modern Ford	\$ 23,999	\$ 726	\$ 24,725
Ashe County Ford	\$ 26,156	\$ 791	\$ 26,947
Capital Ford	\$ 25,960	\$ 785	\$ 26,745
Asheville Ford	No bid received		

Board approval to purchase a 2017 Ford F-150 4X4 and bed liner estimated at \$500 at a cost not to exceed \$25,225 including taxes and tag is requested.

The fourth request is for a 2017 Ford Transit passenger van to replace a 2008 Ford Transit van for the Parks and Recreation Department. Four dealers were contacted, only two submitted bids.

<b>Dealer</b>	<b>Vehicle Price</b>	<b>Taxes and Tag</b>	<b>Total Cost</b>
Modern Ford	\$ 32,788	\$ 992	\$ 33,780
Ashe County Ford	\$ 33,173	\$ 997	\$ 34,170
Asheville Ford	No bid received		
Capital Ford	No bid received		

Board approval to purchase a 2017 Ford F-350 Transit Van at a cost of \$33,780 including taxes and tag is requested.

The fifth request is for a 2017 John Deere utility vehicle to replace a 2002 Gator for the Parks and Recreation Department. NC State contract for a John Deere utility vehicle is \$12,490 which includes a 16% discount on total selling price. Mountaineer Equipment Company in Newland is the closest John Deere dealer and honors the state contract pricing.

Board approval to purchase a 2017 John Deere utility vehicle at a cost of \$12,490 is requested.

The sixth request is to purchase replacement radios for the Sheriff's Office and Emergency Management. The current radios are unable to function on all bands necessary and are at end of life with no replacement parts readily available. Twenty-eight all band Motorola APX8000 radios with 3 year warranty and chargers at average cost of \$5,988 each are requested for a total cost of \$167,665, which includes a \$609 discount per radio due to the volume purchase. Due to the specialize nature of the radios and compatibility requirements with existing equipment, no other quotes are available. Twenty-five radios would be assigned to the Sheriff's Office and three to Emergency Management.

Board approval to purchase twenty-eight Motorola APX8000 all band radios from Motorola Solutions at a total cost of \$167,665 is requested.

The seventh request is to do safety renovations to the vaults in the Clerk of Court and Register of Deed areas. These areas have asbestos containing floor tiles and mastic that needs removed and carpet tiles installed in place of the current flooring. Western Asbestos, Inc has submitted a quote of \$13,257 to remove and dispose of the tiles and mastic. The quote includes a final air clearance by a third party professional. Work would be completed over weekend periods scheduled in advance with the Clerk of Court and Register of Deeds. Maintenance staff will purchase and install carpet

tiles in these areas after Western has completed their work at an estimated cost of \$7,743 for a total project cost of \$21,000. If approved, work is scheduled to be completed before June 30, 2017.

Board approval is requested to approve the proposals from Western Asbestos in the amount of \$13,257 and the overall project cost of \$21,000 including the carpet installation costs.

The eighth request is to replace the existing audio/video equipment in the Commissioner's Boardroom and improve the Administration's existing building security system. The projects will include modernization of the video equipment, improvement of the sound equipment, and the existing security equipment. Creekside Electronics has reviewed the County Manager's requested list of needs and submitted a quote of \$30,503. A contingency for the project of 3,002 is requested to allow for potential changes necessary to complete the project. Due to the interaction with other County equipment, no other quotes are available. If approved, work is scheduled to be completed before June 30, 2017.

Board approval is requested to approve the proposal from Creekside Electronics in the amount of \$30,503 and a contingency \$3,002 for a total project cost not to exceed \$33,505.

The ninth request is for a change order to the security upgrade project at the Human Services building for DSS, POA and Daymark. The change order is for \$7,495 to change seven outside doors to have badge scanners for staff entry.

Board approval is requested to approve the proposal from Creekside Electronics in the amount of \$7,495.



Motorola Solutions  
 4800 REAGAN DRIVE  
 CHARLOTTE, NC 28206

# Quotation

050217 BCC Meeting

Quote Number:	1
Consultant:	Randy Heaton
Date of Quote:	April 24, 2017

<b>Customer:</b> Watauga County 184 Hodges Gap Road Boone, North Carolina 28607 Attn. Jeff Virginia, Comm Director	<b>Tax Exempt Number:</b>	<b>Ship To:</b> Same
<b>ph</b>	<b>TERMS: Net 30</b>	<b>ph.</b> 828-455-2904
<b>e-mail:</b>	<b>SHIP: best way</b>	<b>e-mail</b> rheaton@wirelessnc.com

Line	Qty.	Model Number	Description	unit price	extended
1	25	H91TGD9PW6AN	Motorola APX8000 all band port. Mod 2.5	\$4,487.25	\$112,181.25
1a	25	Q806CB	CAI operation	\$386.25	\$9,656.25
1b	25	Q58AU	3 year extended warranty	\$118.00	\$2,950.00
1c	25	H38BS	Smartzone operation	\$1,125.00	\$28,125.00
1d	25	Q361AN	P25 9600 Baud	\$225.00	\$5,625.00
2	25	NNTN8860A	Impress 2 single unit charger	\$112.50	\$2,812.50
3	25	PMNN4486A	Impress 2 battery Li-ion IP67 3400T	\$106.50	\$2,662.50
4	3	H91TGD9PW6AN	Motorola APX8000 all band port. Mod 3.5	\$4,719.25	\$14,157.75
4a	3	Q806CB	CAI operation	\$386.25	\$1,158.75
4b	3	Q58AU	3 year extended warranty	\$118.00	\$354.00
4c	3	H38BS	Smartzone operation	\$1,125.00	\$3,375.00
4d	3	Q361AN	P25 9600 baud	\$225.00	\$675.00
4e	3	QA09000AA	Digital tone signalling	\$112.50	\$337.50
5	3	NNTN8860A	Impress 2 single unit charger	\$112.50	\$337.50
6	3	PMNN4486A	Impress 2 battery Li-ion IP67 3400T	\$106.50	\$319.50

This quote includes APX8000 for both Watauga Co. Comm. And Watauga Co Sheriff's Dept

<b>Additional Information</b> Motorola is offering Watauga County government a discount of (600.00) off the state contract price per APX8000 portable radio. This offer is extended because Watauga Co. is making plans to purchase 25 or more of the APX8000s over the next 4 months. This price is temporary	<b>FCC/LIC REQ.</b>		<b>Sub-Total:</b>	\$184,727.50
	<b>Deliver:</b>		<b>quantity discount</b>	-\$17,496.00
	<b>Ship:</b>	x	<b>shipping</b>	none
	<b>Install:</b>		<b>install. &amp; Optimization</b>	N/A
	<b>Prog on File</b>		<b>SUBTOTAL:</b>	\$167,231.50
<b>SVC Visit Req</b>		<b>Taxes</b>	not quoted	
<b>CWO/COD</b>		<b>Grand Total:</b>		
<b>Client Approval:</b> X		<b>Date:</b>		

<b>Consultant:</b> Randy Heaton	e-mail: rheaton@wirelessnc.com	<b>Date:</b>
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April 21, 2017

Mr. Robert Marsh  
Watauga County  
969 West King Street  
Boone, N.C. 28607

RE: Asbestos Abatement  
Watauga County Courthouse  
Clerk of Court area.

Dear Mr. Marsh:

Western Asbestos proposes to furnish all labor, material and equipment to remove and dispose of the asbestos containing floor tile and mastic in the work room and clerks vault for the sum of \$5,987.00. Others are responsible to move the contents out of the file cabinets and long shelves and remove the file cabinets out of the work area. Empty long shelves will remain in the work area and we will move them around in order to abate the floor tile and mastic under them.

true occurrence insurance will be provided and you will be furnished a certificate of insurance.

All removal, handling and disposal will be in accordance with local, state and federal regulations and the quote includes transportation, disposal fees and a final air clearance by a 3rd party professional.

Please call if you have a question. Hope we can be of service to you.

Sincerely,

A handwritten signature in cursive script that reads "Jay Dover".

Jay Dover  
Western ASbestos, Inc.



April 25, 2017

Mr. Robert Marsh  
Watauga County  
969 West King Street  
Boone, N.C. 28607

RE: Asbestos Abatement  
Register of Deeds Area

Dear Mr. Marsh:

Western Asbestos proposes to furnish all labor, materials and equipment to remove and dispose of the asbestos containing floor tile and mastic located in the #1 & #2 deed vaults in the Register of Deeds area for the sum of \$7,270.00. Others are responsible to move the contents out of the file cabinets and the files out of the work areas prior to start date. Our price includes a overtime final air clearance by a 3rd party.

Tru occurrence insurance will be provided and you will be furnished a certificate of insurance.

All removal, handling and disposal will be in accordance with local, state and federal regulations.

Please call if you have a question. Hope we can be of service to you.

Sincerely,

A handwritten signature in cursive script that reads "Jay Dover".

Jay Dover  
Western Asbestos, Inc.



**Creekside Electronics, Inc.**  
**PO Box 3708**  
**Boone, NC 28607**  
**Telephone: (828)264-3039**  
**Toll Free: (888)864-3039**  
**Fax: (828)264-6880**



**Proposal Number** 14696  
**Created** 4/26/2017 **Expires** 5/26/2017  
**Salesperson** LANE ROBINSON

WATAUGA CO. MAINTENANCE  
 969 WEST KING STREET  
 BOONE, NC 28607

**PROPOSAL:**  
**AUDIO/VIDEO/CONTROL SYSTEM FOR**  
**WATAUGA COUNTY COMMISSIONERS CHAMBERS**

Qty	Description
4	SAMSUNG UN40J5200 40" LED SMART TV
4	SM-CEILING-T-M TV CEILING MOUNT
4	SM-CEILING-TRUSS TRUSS MOUNT ADAPTER
4	SM-FIXPOLE-24-BLK 24" EXTENSION
4	SM-CEILING-FFC-BLK COUPLING
1	SM-PROJ-XL-BLK PROJECTOR MOUNT
1	SM-FIXPOLE-36-BLK MOUNT EXTENSION
1	SM-ADJPOLE-M-BLK ADJUSTABLE EXTENSION
1	SM-CEILING-FFC-BLK COUPLING
1	B-120-HDMATRIX-8x8 HDMI MATRIX SWITCH
2	B6A-HD-30 30 METER ACTIVE HDMI CABLE
1	B6A-HD-25 25 METER ACTIVE HDMI CABLE
2	B6A-HD-20 20 METER ACTIVE HDMI CABLE
2	B6-HD-2 2 METER HDMI CABLE
1	APPLE TV INTERNET MEDIA INTERFACE
1	B-240-HD-2AC HDMI AUDIO EXTRACTOR
1	TOA M9000M2CU DIGITAL MATRIX / PREAMP
7	TOA D001T DUAL MIC INPUT MODULE
1	TOA D001R DUAL LINE LEVEL INPUT
8	SHURE MX418D/C DESKTOP 18" CARDOID MICROPHONE
1	SHURE BLX288/CVL-J10 DUAL CHANNEL WIRELESS MICROPHONE SYSTI INCLUDES 1 WIRELESS HANDHELD MICROPHONE 1 WIRELESS LAPEL MICROPHONE
2	MST100-30B MICROPHONE STAND WITH BOOM ARM
5	MXMXM-4 4' MICROPHONE CABLE
1	CROWN XLI800 AMPLIFIER

Proposal Number: 14696

Page 1 of 3



**Qty Description**

- 2 SO-OPTZ36XI INDOOR PAN/TILT/ZOOM IP CAMERA
- 1 SO-N4NSP4TB NETWORK VIDEO RECORDER  
W/ 4 TERABYTE HARD DRIVE  
& POE POWER FOR CAMERAS
- 1 0E-22LED 22" LED MONITOR
- 1 B6-HD-5 5 METER HDMI CABLE
- 1 RTI XP8S CONTROL PROCESSOR
- 1 I-PAD, SLEEVE, DOCK, AND LICENSE
- 1 RTIZM24 WIRELESS RECEIVER MODULE
- 2 RTICM232 RS232 COMMUNICATION MODULE
- 1 RTIECB5 IR CONNECTING BLOCK
- 6 IRF-1 IR EMITTER
- 1 AN-310-SW-R-8 8 PORT MANAGEABLE SWITCH
- 1 WB-700-IPV-12 IP CONTROLLABLE SURGE PROTECTOR/CONDITIONER
- 1 WP-DEC-HD1-WH HDMI WALLPLATE
- 1 B6A-HD-20 20 METER ACTIVE HDMI CABLE
- 1 BOXCASTER STREAMING INTERFACE
- 1 INSTALLATION MATERIALS
- 1 INSTALLATION & PROGRAMMING

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<b>SubTotal</b>	<b>\$27,510.00</b>
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<b>Sales Tax</b>	<b>\$1,856.99</b>
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<b>\$29,366.99</b>
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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 cost 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. Creekside Electronics, Inc. is not responsible for damages resulting from acts of God or nature, with or without the presence of surge protection. There is a late payment charge of 1½% per month (18% per annum) on the unpaid balance of the previous month less payments or credit within the billing cycle. In the event the Company is caused to engage the services of an attorney to enforce the terms of this Agreement, the Company shall be entitled to recover of the Customer the costs of such enforcement including, but not limited to: reasonable attorney's fees, court costs and other fees and costs reasonably incurred.

**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 specified below.

**Payment Terms**

**65% upon acceptance: \_\_ enclosed \_\_ sending by mail** (only if signed contract is faxed)  
**35% upon completion** (We will send you a final bill)

**Proposal Accepted by:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_

**Creekside Electronics Representative:**  \_\_\_\_\_

**Date:** 4-26-17

**Creekside Electronics, Inc.**  
**PO Box 3708**  
**Boone, NC 28607**  
**Telephone: (828)264-3039**  
**Toll Free: (888)864-3039**  
**Fax: (828)264-6880**



**Proposal Number** 14697  
**Created** 4/26/2017 **Expires** 5/26/2017  
**Salesperson** LANE ROBINSON

WATAUGA CO. MAINTENANCE  
 969 WEST KING STREET  
 BOONE, NC 28607

**PROPOSAL:**  
**UPGRADE BUILDING CAMERA SYSTEM AT**  
**WATAUGA COUNTY ADMINISTRATION BUILDING**

Qty	Description		
1	SO-D16VT6TB 16 CAMERA 1080p DIGITAL VIDEO RECORDER		
3	SO-VLD2TW 1080p IR DOME CAMERA		
1	SO-VLB2TW 1080p IR BULLET CAMERA		
1	SO-CVCJBBW CAMERA MOUNTING BOX		
1	WB-RPS10-DC-10A CAMERA POWER SUPPLY		
1	WB-UPS-1100-8 UNINTERRUPTIBLE POWER SUPPLY		
100	RG59-18/2 CCTV COMPOSITE CABLE		
8	SNS1P SNAP N SEAL BNC		
1	INSTALLATION MATERIALS		
1	INSTALLATION & PROGRAMMING		
		<b>SubTotal</b>	<b>\$2,993.00</b>
		<b>Sales Tax</b>	<b>\$202.05</b>
			<b>\$3,195.05</b>

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 cost 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. Creekside Electronics, Inc. is not responsible for damages resulting from acts of God or nature, with or without the presence of surge protection. There is a late payment charge of 1½% per month (18% per annum) on the unpaid balance of the previous month less payments or credit within the billing cycle. In the event the Company is caused to engage the services of an attorney to enforce the terms of this Agreement, the Company shall be entitled to recover of the Customer the costs of such enforcement including, but not limited to: reasonable attorney's fees, court costs and other fees and costs reasonably incurred.

**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 specified below.

**Payment Terms**

**65% upon acceptance: \_\_ enclosed \_\_ sending by mail** (only if signed contract is faxed)  
**35% upon completion** (We will send you a final bill)

**Proposal Accepted by:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_

**Creekside Electronics Representative:**  \_\_\_\_\_

**Date:** 9-26-17

**Creekside Electronics, Inc.**  
**PO Box 3708**  
**Boone, NC 28607**  
**Telephone: (828)264-3039**  
**Toll Free: (888)864-3039**  
**Fax: (828)264-6880**



**Proposal Number** 14699  
**Created** 4/26/2017 **Expires** 5/26/2017  
**Salesperson** LANE ROBINSON

WATAUGA CO. MAINTENANCE  
 969 WEST KING STREET  
 BOONE, NC 28607

**PROPOSAL:**  
**ADD DOORS TO**  
**ACCESS CONTROL SYSTEM FOR**  
**HUMAN SERVICES**  
**132 POPLAR GROVE ROAD CONNECTOR**  
**BOONE, NC**

Qty	Description	Price	Ext. Price
7	IE-MINIMAX3 SINGLE DOOR ACCESS CONTROL	\$495.00	\$3,465.00
7	NC-OP10HON PROX READER	\$75.00	\$525.00
7	HE-960010401 SURFACE MOUNT DOOR STRIKE	\$325.00	\$2,275.00
7	SR-1078C DOOR CONTACT	\$8.00	\$56.00
7	12V7AH BATTERY	\$30.00	\$210.00
200	WG-12985099 ACCESS CONTROL CABLE	\$0.75	\$150.00
700	WG-50785509 CAT5e CABLE	\$0.19	\$133.00
1	INSTALLATION MATERIALS	\$50.00	\$50.00
1	LABOR-INSTALL	\$2,000.00	\$2,000.00
1	COUNTY DISCOUNT	(\$1,369.87)	(\$1,369.87)
		<b>SubTotal</b>	<b>\$7,494.13</b>
		<b>Sales Tax</b>	<b>\$505.87</b>
		<b>Total</b>	<b>\$8,000.00</b>



IE-PROXCARD ACCESS CARD \_\_\_\_\_ @ \$4.00 EACH  
Quantity

HU-1346PK50ACCESS KEYFOB \_\_\_\_\_ @ \$9.00 EACH  
Quantity

**120VAC ELECTRICAL POWER & DATA CONNECTION  
TO BE PROVIDED BY WATAUGA COUNTY**

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 cost 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. Creekside Electronics, Inc. is not responsible for damages resulting from acts of God or nature, with or without the presence of surge protection. There is a late payment charge of 1½% per month (18% per annum) on the unpaid balance of the previous month less payments or credit within the billing cycle. In the event the Company is caused to engage the services of an attorney to enforce the terms of this Agreement, the Company shall be entitled to recover of the Customer the costs of such enforcement including, but not limited to: reasonable attorney's fees, court costs and other fees and costs reasonably incurred.

**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 specified below.

**Payment Terms**

50% upon acceptance:    enclosed    sending by mail (only if signed contract is faxed)  
50% upon completion (We will send you a final bill)

Proposal Accepted by: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

Creekside Electronics Representative:  \_\_\_\_\_

Date: 9-26-17

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**AGENDA ITEM 7:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*A. Presentation of the FY 2018 Capital Improvement Plan (CIP)*

**MANAGER'S COMMENTS:**

The County Manager will present the FY 2017-2018 Capital Improvement Plan (CIP) for your review prior to discussion during the upcoming budget work sessions. A link to the FY 2017-2018 CIP and Budget documents will be provided on the day of the meeting.



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## **AGENDA ITEM 7:**

### **MISCELLANEOUS ADMINISTRATIVE MATTERS**

#### ***B. Presentation of the Manager's FY 2018 Recommended Budget***

#### **MANAGER'S COMMENTS:**

The Manager will present his Recommended FY 2018 Budget at the meeting and review highlights. If you have questions, please feel free to call or discuss at the budget work sessions scheduled for 10:00 A.M. on Thursday, May 4, 2017, and 12:00 P.M. on Monday, May 8, 2017.

The Recommended Budget will be available for public inspection on the County's website, in the County Manager's Office, and at the public libraries located in Boone, Blowing Rock, and the Western Watauga Community Center.

A public hearing will be held on May 16, 2017, at 5:30 P.M. to allow citizen comment on the proposed budget.

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**AGENDA ITEM 7:****MISCELLANEOUS ADMINISTRATIVE MATTERS*****C. Proposed Property & Liability Insurance and Workers Compensation Renewals Request*****MANAGER'S COMMENTS:**

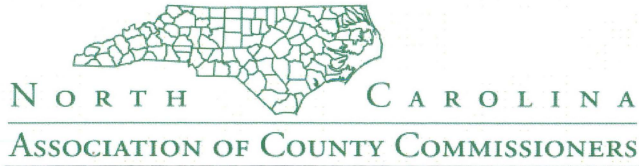
Renewal rates for property and liability insurance and workers compensation will be presented for the Board's consideration. The rate for property and liability is \$188,719 or a \$10,693 increase and the rate for workers compensation is \$252,424 or a 4.99% decrease. Based on prior years claims experience staff is recommending continuing the property deductible at \$5,000. The Manager's recommended budget includes adequate funds to cover the insurance premiums.

Board approval is requested to accept the renewals for property and liability insurance and workers compensation from the North Carolina Association of County Commissioners (NCACC), in the amount of \$188,719 and \$252,424 respectively.



**NCACC Risk Management Pools**  
Liability and Property

<b>County or Entity:</b>					
<b>WATAUGA COUNTY</b>					
<b>RENEWAL ESTIMATE</b>		<b>JULY 1, 2017 TO JULY 1, 2018</b>		<b>Date of Quote</b>	<b>4/24/17</b>
<b>Coverage</b>	<b>Contract Limit</b>	<b>Deductible</b>	<b>Renewal Exposure</b>		<b>Contribution</b>
Property	Insured Values	\$1,000	Total Property Values	\$68,138,690	42,153
			Total Inland Marine Values	\$7,767,611	4,806
			Total		\$46,959
General Liability	\$2,000,000	\$0	Population (County)	53,706	16,966
			Payroll (Entity)	\$0	0
			Number of EMTs	0	0
			Total		\$16,966
Automobile Liability	\$2,000,000		Total # of Vehicles (Liability)	120	35,342
Excess Auto Liability					0
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	120	17,671
Replacement Cost	\$0		Value of Selected Veh.	\$0	\$0
			Total		\$53,013
Crime	\$250,000	\$1,000	Money on Premises	1	\$968
			Great than \$250,000	0	\$0
			Total		\$968
Public Officials Liability	\$2,000,000	\$5,000	Population (County)	53,706	19,259
			Payroll (Entity)	\$0	0
			Total		\$19,259
Law Enforcement Liability	\$2,000,000	\$5,000	Class A Employees	45	26,171
			Class B Employees	29	8,418
			Class C Employees	16	2,317
			Total		\$36,906
Employment Practices Liability	\$2,000,000	\$5,000	Population (County)	53,706	14,648
			Payroll (Entity)	\$0	0
			Total		\$14,648
Cyber Liability	\$1,000,000	\$5,000	Population (County)	Total	included
			Payroll (Entity)	Total	included
<b>Annual Estimated Contribution</b>					<b>\$188,719</b>



**NCACC Risk Management Pools**  
Liability and Property

Payment Plan Available: Liability & Property Pool  
County or Entity: **WATAUGA COUNTY**

Quoted on: **4/24/2017**

<b>Annual Payment Plan:</b>	<b>\$188,719</b>
-----------------------------	------------------

**We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_

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

Financial Officer:

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Please sign and return the accepted proposal by June 15th, 2017.***



**NCACC Risk Management Pools**  
Liability and Property

JULY 1, 2017 TO JULY 1, 2018		Quoted on: 4/24/2017							
Renewal Estimate	County or Entity:		WATAUGA COUNTY						
Deductible Adjustment Options			Per Occurrence Deductibles						
Liability & Property Line	\$500	\$1,000	\$2,500	\$5,000	\$10,000	\$25,000	\$50,000	\$75,000	\$100,000
PROPERTY (INLAND)	\$0	\$0	\$2,403	\$4,805	\$7,588	\$11,592	\$14,669	\$16,440	\$17,789
INLAND MARINE (INLAND)	\$0	\$0	\$115	\$240	\$423	\$788	\$1,173	\$1,490	\$1,721
GENERAL LIABILITY	\$763	\$1,239	\$1,731	\$2,189	\$2,732	\$3,749	\$4,683	\$5,429	\$6,074
AUTO LIABILITY	\$954	\$1,661	\$3,004	\$4,276	\$5,902	\$8,305	\$10,072	\$11,274	\$12,087
AUTO PHYSICAL DAMAGE	\$0	\$0	\$2,562	\$4,753	\$6,750	\$8,235	\$8,836	\$9,136	\$9,260
CRIME	\$0	\$0	\$23	\$48	\$85	\$159	\$236	\$300	\$347
PUBLIC OFFICIALS LIAB.	\$0	\$0	\$0	\$0	\$751	\$2,234	\$3,775	\$4,757	\$5,373
LAW ENFORCEMENT LIAB.	\$0	\$0	\$0	\$0	\$1,439	\$4,281	\$7,234	\$9,116	\$10,297
EMPLOYMENT PRACTICES LIA	\$0	\$0	\$0	\$0	\$410	\$1,304	\$2,256	\$2,842	\$3,325





NCACC Risk Management Pools  
Liability and Property

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County or Entity: **WATAUGA COUNTY**

**INCENTIVE ELIGIBILITY**

Multi-Pool Incentives can be earned by participating in both Pools. You are rewarded for your participation in our Workers Compensation and Liability & Property Pools with an incentive, which is refunded to your after all Pool contracts have been issued following July 1 of 2017. This will not reduce the contribution of any one Pool but is based upon the cumulative contribution paid.

Participation In Multiple Pools

**\$9,555**

Liability & Property Contribution:

\_\_\_\_\_

Workers' Compensation Contribution:

\_\_\_\_\_

**The contributions shown above are established on the basis that the member remains in both pools. Should the member elect not to renew with both pools then the NCACC Risk Pools reserve the right to adjust the proposal pricing on the basis of single pool membership.**





**NCACC Risk Management Pools**  
Liability and Property

**JULY 1, 2017 TO JULY 1, 2018**

Quoted on: **4/24/17**

**Renewal Estimate**

**EXCESS LIABILITY**

County or Entity: **WATAUGA COUNTY**

Excess Liability provides excess General Liability, Automobile Liability, Public Officials or Law Enforcement Liability limits. The Excess Liability comes into play when the primary limits have been exhausted. The Excess Liability allows the member to purchase a single increased limit, and use the limit where it is necessary. The Excess Liability does not increase each individual Liability limit, but is available in any covered Liability area should the need arise. The Pool's Excess Liability extends limits above the Pool's contract only.

Higher limits can be purchased in the form of the Excess Liability options as follows:

EXCESS LIABILITY	ANNUAL CONTRIBUTION	SELECT LIMIT (OPTIONAL)
\$1,000,000 excess of \$2,000,000 underlying	<b>\$ 14,993</b>	<input type="text"/>
\$2,000,000 excess of \$2,000,000 underlying	<b>\$ 21,728</b>	<input type="text"/>
\$3,000,000 excess of \$2,000,000 underlying	<b>\$ 27,855</b>	<input type="text"/>
\$4,000,000 excess of \$2,000,000 underlying	<b>\$ 33,849</b>	<input type="text"/>

**To purchase the Excess Liability Coverage, please indicate the limits you want. Return a copy of this form with your signed Participation Agreement**

<b>Accepted by:</b>	
Signature	_____
Printed Name	_____
Print Title	_____
Date	_____
This instrument has been pre-audited in the manner required by the Government Budget and Fiscal Control Act.	
Financial Officer:	
Signature	_____
Date	_____



**NCACC Risk Management Pools**  
Liability and Property

Please return this form with your confirmation indicating your deductible choices. If we do not receive the completed form, we will process your renewal using the standard deductibles (shown in bold, italics type).

**WATAUGA COUNTY**

**LIABILITY AND PROPERTY DEDUCTIBLE OPTIONS**

JULY 1, 2017- JULY 1, 2018

COVERAGE	X	DEDUCTIBLE	COVERAGE	X	DEDUCTIBLE
<b>Property</b>		<b>\$1,000</b>	<b>Inland Marine</b>		<b>\$1,000</b>
These factors are applicable only to non-coastal counties.		\$2,500	These factors are applicable only to non-coastal counties.		\$2,500
		\$5,000			\$5,000
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Coastal county members only -- <b>You may select a 2% Wind Deduct.</b>		Your proposal includes the standard deductible for wind coverage for all property exposures. To accept a 2% wind deductible for the savings shown in your proposal, check the block at the left.			
<b>Crime</b>		<b>\$1,000</b>	<b>General Liability</b>		<b>\$0</b>
		\$2,500			\$500
		\$5,000			\$1,000
		\$10,000			\$2,500
		\$25,000			\$5,000
		\$50,000			\$10,000
		\$75,000			\$25,000
		\$100,000			\$50,000
<b>Automobile Liability</b>		<b>\$0</b>	<b>Auto Phy. Damage</b>		<b>\$1,000</b>
		\$500			\$2,500
		\$1,000			\$5,000
		\$2,500			\$10,000
		\$5,000			\$25,000
		\$10,000			\$50,000
		\$25,000			\$75,000
		\$50,000			\$100,000
<b>Law Enforcement</b>		<b>\$5,000</b>	<b>Public Officials</b>		<b>\$5,000</b>
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
<b>Employment Practices</b>		<b>\$5,000</b>	<b>Boiler and Machinery Coverage</b>		
		\$10,000	* The deductible for Boiler and Machinery is \$1,000 for Direct Damage and 24 hours for Indirect Damage at the request of the reinsurer. Other options are <b>not available</b> for Boiler & Machinery.		
		\$25,000			
		\$50,000			
		\$75,000			
		\$100,000			



**NCACC Risk Management Pools**  
**Worker's Compensation**

**RENEWAL ESTIMATE JULY 1, 2017 TO JULY 1, 2018**

Quoted on: **4/24/2017**

Member: **WATAUGA COUNTY**  
 Limits Coverage A : Workers Compensation: Statutory  
 Coverage B: Employer's Liability: \$2,000,000

Class Code	Description	Annual Remuneration	Modified Rate	Modified Contribution
7710	FIREFIGHTERS & DRIVERS PATROL OR PROTECTIVE CORPS	\$94,279	3.678	\$3,467
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$3,135,731	3.515	\$110,209
8810	CLERICAL	\$4,349,738	0.312	\$13,565
8831	HOSPITAL VETERINARY & DRIVERS	\$79,462	1.367	\$1,087
8835	NURSING- HOME HEALTH , PUBLIC & TRAVELING ALL EMPLOY	\$261,156	3.106	\$8,112
9015	BUILDINGS - NOC	\$681,600	3.982	\$27,144
9061	CLUBS & SENIOR CENTERS: NOC & CLERICAL	\$311,118	1.359	\$4,229
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$547,808	2.437	\$13,350
9403	ASHES GARBAGE OR REFUSE COLLECTION & DRIVERS	\$330,115	8.195	\$27,054
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$2,142,041	2.043	\$43,766
9999	VOLUNTEERS (NCACC designated class)	\$1,250	35.198	\$440

**Total Estimated Payroll**

**\$11,934,298**

**2017-2018 Contribution: \$252,424**





NCACC Risk Management Pools  
Worker's Compensation

Payment Plan Available: Workers' Compensation Pool  
County or Entity: **WATAUGA COUNTY**

Quoted on: **4/24/2017**

<b>Annual Payment Plan:</b>	<b>\$252,424</b>
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**We appreciate your participation. To insure effective, efficient operation of your Pool we must receive payment in full no later than August 1st. A two percent late payment fee will be assessed on all amounts received after that date.**

I understand that changes made to the exposures subsequent to submission of the renewal application may result in changes to the Estimated Contribution:

Accepted by:

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Print Title \_\_\_\_\_

Date \_\_\_\_\_

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

Financial Officer:

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Please sign and return the accepted proposal by June 15th, 2018.***

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**AGENDA ITEM 7:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*D. Selection of Community Center Members*

**MANAGER'S COMMENTS:**

The Board gave direction for staff to send out an RFQ for architect services regarding the design and development of the proposed Community Center. The deadline for submittal of proposals is May 1, 2017. Staff is requesting the Board appoint two (2) Commissioners along with the County Manager, Maintenance and Parks and Recreation Director to serve as the committee to review the RFQs, interview the selected firms, and recommend a firm to the Board.

Staff seeks direction from the Board.

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**AGENDA ITEM 7:**

**MISCELLANEOUS ADMINISTRATIVE MATTERS**

*E. Boards and Commissions*

**MANAGER'S COMMENTS:**

A member recently resigned from the Valle Crucis Historic Preservation Commission. Ms. Heidi Tester is recommended to fill the vacancy. Her volunteer application is included for review.



Volunteer Application  
Watauga County Boards And Commissions

If you are a Watauga County resident, at least 18 years old, and willing to volunteer your time and expertise to your community, please complete the application below and click on Print Form. Please sign and mail or fax to:

Watauga County Commissioners' Office  
814 West King Street, Suite 205  
Boone, NC 28607  
Phone: (828) 265-8000  
Fax: (828) 264-3230

Name: HEIDI TESTER  
Home Address: 3846 HWY 194 S  
City: BANNER ELK Zip: 28604  
Telephone: (H) 828-964-3884 (W) 828-963-6511 (Fax) \_\_\_\_\_  
Email: heidit@mastgeneralstore.com  
Place of Employment: MAST GENERAL STORE  
Job Title: SAGE (STORE TRAINER)

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

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

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

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

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

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

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

1. HISTORIC PRESERVATION VALLE CRUCIS
2. \_\_\_\_\_
3. \_\_\_\_\_

Volunteer Application  
Watauga County Boards And Commissions  
(Continued)

Please list any work, volunteer, and/or other experience you would like to have considered in the review of your application.

Work  
Experience:

I have worked at Mast Store for 10 years. During that time I worked at both the Boone location and Valle Crucis location.

Volunteer  
Experience:

I did an internship at Hospitality House, Volunteer hours totaled 440 hrs. My responsibilities were to run the front desk, meet with clients to establish/work on their goals, complete intakes, etc.

Other  
Experience:

I graduated in December 2016 with an Undergrad Degree in Social Work

Other  
Comments:

I grew up in Valle Crucis and it is important to me to see that its beauty and history are preserved.

Signature: Michelle Lester

Date: 4-21-2017

Print Form

Reset Form

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**AGENDA ITEM 7:****MISCELLANEOUS ADMINISTRATIVE MATTERS*****F. Announcements*****MANAGER'S COMMENTS:**

A State of the Child Forum with the themes of Childhood Trauma and Trauma Informed Communities is scheduled for Friday May 5, 2017, from 8:00 A.M. until 4:30 P.M. at Boone United Methodist Church. The opening Keynote Speaker will be Dr. George "Tripp" Ake, a licensed psychologist who specializes in trauma and trauma treatment. Please see the attached email for more information.

Budget Work Sessions are scheduled for Thursday, May 4, 2017, from 10:00 A.M. to 5:00 P.M. and Monday, May 8, 2017, from 12:00 P.M. to 7:00 P.M. to review the Proposed Budget.

May 8 - 13, 2017, has been designated as "Community Pride Week" in Watauga County. Household Hazardous Waste Day will be held during the Community Pride Week on Saturday, May 13, 2017 from 8:00 AM to 12:00 PM. The Sheriff's Office will also be collecting unused medications, prescription or over-the-counter, at the three local Food Lion locations as well as Foscoe Fire Department on Saturday, May 13, 2017.

Two public hearings will be held on Tuesday, May 16, 2017, beginning at 5:30 P.M. to allow citizen comment on the following: the FY 2018 Proposed Budget and proposed amendments to the Ordinance to Govern Subdivisions and Multi-Unit Structures.

The Trustees of Caldwell Community College & Technical Institute invites the Board of Commissioners to a meeting on Wednesday, May 17, 2017, at 6:00 P.M. at the Watauga Instructional Facility on Hwy 105 Bypass, Boone NC, in Room 112.

**Anita.Fogle**

---

**Subject:** FW: State of the Child event in May

**From:** Christelle Marsh [<mailto:marshck@appstate.edu>]

**Sent:** Monday, January 30, 2017 10:44 AM

**To:** Deron.Geouque

**Subject:** State of the Child event in May

Dear Watauga County Commissioners,

I would like to make the Watauga County Commissioners aware of an incredible event I am part of organizing in our community. The State of the Child Forum with the themes of Childhood Trauma and Trauma Informed Communities is scheduled for Friday May 5, 2017 from 8:00-4:30 pm at Boone United Methodist Church. We all experience stress, but at what point does stress become toxic stress, impacting brain development in children?

The opening Keynote Speaker will be Dr. George "Tripp" Ake, a licensed psychologist who specializes in trauma and trauma treatment. The rest of the morning will feature speakers from local agencies who will provide details about trauma in our community and existing programs that address trauma prevention, intervention and treatment. Lunch will be provided. The afternoon will include mixed-group brainstorming sessions with trained facilitators. Closing our afternoon will be Tonier Cain, a globally known speaker with a focus on Trauma Informed Care.

**This community impact event seeks to bring together all sectors of our community including the medical community, the behavioral health system, law enforcement, media, politicians, juvenile justice, the school system, the Department of Social Services, Appalachian State University, the faith community, and other key stakeholders.** Pre-registration is requested and will be available in March. We would love for one of our county commissioners to make plans to join us to learn more about how trauma impacts our children. I am happy to attend one of your meetings open for public comment to share this information. I am also available via email to answer any questions.

Thank you for your time!

Christelle K. Marsh

[marshck@appstate.edu](mailto:marshck@appstate.edu)

Lead Toddler Teacher

Infant/Toddler Room 1

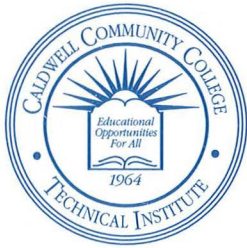
Lucy Brock Child Development Lab Program

Appalachian State University

ASU Box 32167

Boone, NC 28608

[\(828\) 262-8540](tel:(828)262-8540) (room)



## Caldwell Community College and Technical Institute

*Office of the President*



April 20, 2017

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

Dear Mr. Geouque:

The Trustees of Caldwell Community College and Technical Institute would like to schedule a joint meeting of the College Board of Trustees, the Watauga County Commissioners, and the Watauga County Board of Education. The meeting is scheduled for Wednesday, May 17, 2017 at 6:00 p.m. at the Watauga Instructional Facility on Hwy 105 By-pass, Room 112.

Please check the date and time with the Commissioners and let my assistant, Donna Church know either by e-mail: [dchurch@cccti.edu](mailto:dchurch@cccti.edu) or phone: 828-726-2210, if May 17, 2017 at 6:00 p.m. will accommodate the Watauga County Commissioners schedule. Since a meal will be provided, please let us know who will be attending by Monday, May 8, 2017.

Sincerely,

Mark J. Poarch, Ed.D.  
President

dlc

2855 Hickory Blvd., Hudson, NC 28638 • 828.726.2210  
Email: [mpoarch@cccti.edu](mailto:mpoarch@cccti.edu) • Fax: 828.726.2300 • [www.cccti.edu](http://www.cccti.edu)

**AGENDA ITEM 8:**

**PUBLIC COMMENT**

**AGENDA ITEM 9:**

**BREAK**

**AGENDA ITEM 10:**

**CLOSED SESSION**

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