

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

**TUESDAY, MAY 16, 2023
5:30 P.M.**

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

TIME	#	TOPIC	PRESENTER	PAGE
5:30	1	CALL REGULAR MEETING TO ORDER		
	2	APPROVAL OF MINUTES: May 2, 2023, Regular Meeting May 2, 2023, Closed Session May 4, 2023, Special Meeting – Budget Work Session May 5, 2023, Special Meeting – Budget Work Session		1
	3	APPROVAL OF THE MAY 16, 2023, AGENDA		11
5:35	4	PUBLIC COMMENT – Will last up to 1-hour dependent on number of speakers	CHAIRMAN TURNBOW	13
5:40	5	PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE FY 2024 PROPOSED BUDGET	MR. DERON GEOUQUE	15
5:45	6	NC STATE COOPERATIVE EXTENSION MEMORANDUM OF AGREEMENT (MOA)	MR. JIM HAMILTON	19
5:50	7	TAX MATTERS A. Monthly Collections Report B. Refunds and Releases	MR. LARRY WARREN	31 33
5:55	8	MISCELLANEOUS ADMINISTRATIVE MATTERS A. Proposed Property & Liability Insurance and Workers Compensation Renewals Request B. Boards and Commissions C. Announcements	MR. DERON GEOUQUE	43 53 69
6:00	9	BREAK		71
6:05	10	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3) Land Acquisition – G. S. 143-318.11(a)(5)(i) Personnel Matters – G. S. 143-318.11(a)(6)		71
6:10	11	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

May 2, 2023, Regular Meeting

May 2, 2023, Closed Session

May 4, 2023, Special Meeting – Budget Work Session

May 5, 2023, Special Meeting – Budget Work Session

DRAFT

MINUTES
WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, MAY 2, 2023

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, May 2, 2023, at 5:30 P.M. in the Commissioners’ Board Room located in the Watauga County Administration Building, Boone, North Carolina.

Chairman Turnbow called the meeting to order at 5:31 P.M. The following were present:

- PRESENT:
- Larry Turnbow, Chairman
 - Charlie Wallin, Vice-Chairman
 - Todd Castle, Commissioner
 - Braxton Eggers, Commissioner
 - Ray Russell, Commissioner
 - Anthony di Santi, County Attorney
 - Deron Geouque, County Manager
 - Anita J. Fogle, Clerk to the Board

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

APPROVAL OF MINUTES

Chairman Turnbow called for additions and/or corrections to the April 18, 2023, regular and closed session minutes.

Commissioner Eggers, seconded by Commissioner Russell, moved to approve the April 18, 2023, regular meeting minutes as presented.

VOTE: Aye-5
Nay-0

Commissioner Eggers, seconded by Commissioner Russell, moved to approve the April 18, 2023, closed session minutes as presented.

VOTE: Aye-5
Nay-0

APPROVAL OF AGENDA

Chairman Turnbow called for additions and/or corrections to the May 2, 2023, agenda.

Commissioner Castle, seconded by Commissioner Eggers, moved to approve the May 2, 2023, agenda as presented.

VOTE: Aye-5
Nay-0

PUBLIC COMMENT

There were no comments.

NC STATE COOPERATIVE EXTENSION MEMORANDUM OF AGREEMENT (MOA)

County Manager Geouque stated that Mr. Hamilton was at a previously scheduled meeting and requested this matter be postponed until later in the agenda to allow time for Mr. Hamilton to arrive.

Chairman Turnbow tabled this matter until the end of open session.

MAINTENANCE MATTERS***A. Bid Award Request for Automatic Door Operators***

Mr. Robert Marsh, Maintenance Director, presented the following bids for automatic door operators to be installed at the Lois E. Harrill Senior Center and the Western Watauga Community Center:

VENDOR	PRICE
Stanley Access Technologies	\$26,325
Advanced Door Automation	\$26,650
Piedmont Door	Unable to do entire scope of work

Mr. Marsh state that the Project on Aging Department had received a grant covering the initial quote. However, due to the time lapse in approval by the North Carolina Division of Aging and Adult Services, new quotes were required to be obtained with an increase from the original price. The grant would cover \$18,167.75 of the \$26,325. The remaining \$8,157.25 would come from funds in the current budget. The scope of work included the front entrances at both buildings and several interior doors.

Ms. Angie Boitnotte, Project on Aging Director, stated that the funding came from the American Rescue Plan Act (ARPA) and had to be spent by June 2024.

Commissioner Wallin, seconded by Commissioner Eggers, moved to award the bid to the low bidder, Stanley Access Technologies, in the amount of \$26,325 contingent upon the North Carolina Division of Aging and Adult Services approving the updated quote.

VOTE: Aye-5
Nay-0

B. Bid Award Request for Roofing of the Back Side of the Old Cove Creek Gym

Mr. Marsh presented the following bids for an EPDM membrane roof on a section of the Old Cove Creek School gym:

VENDOR	PRICE
Conover Roofing	\$49,200
Triad Roofing	\$37,587

Mr. Marsh stated that the section of EPDM membrane roofing was not included in a 2009 roofing project at the Old Cove Creek Gym and now leaked and was beyond its life expectancy. Mr. Marsh, recommended the bid be awarded to Triad Roofing in the amount of \$37,587.

Commissioner Russell, seconded by Commissioner Eggers, moved to award the bid for reroofing the back section of the Old Cove Creek School gym to Triad Roofing in the amount of \$37,587 as presented by Mr. Marsh.

VOTE: Aye-5
Nay-0

C. Bid Award Request for Sports Lighting Project

Mr. Robert Marsh, Maintenance Director, presented a bid from Tommy Lawrence Electric in the amount of \$247,472 for replacing the sports lighting system serving Fields 4 & 5 (formerly known as the Industrial Fields) located at the Watauga County Community Recreation Center Sports Complex. Mr. Marsh stated that Bids were solicited in 2017-2018 for the project; however, the County rejected the bids due to other funding priorities at that time. The replacement of the lighting system now needed to be accelerated due to recent failures in the old system. Currently, two infield poles were out and it was yet to be determined if repairs were feasible.

Mr. Marsh recommended the County accept a bid from Tommy Lawrence Electric, June 2021, for the replacement of the existing sports lighting systems on Fields 4 & 5. Mr. Lawrence agreed to honor his 2021 bid amount. If approved, Mr. Lawrence would order all equipment and plan for a complete installation by July 2024. There was a long lead time for the switchgear and electrical components.

Commissioner Wallin, seconded by Commissioner Russell, moved to award the bid to Tommy Lawrence Electric in the amount of \$247,472 to replace the sports lighting system serving Fields 4 & 5 at the Watauga County Community Recreation Center Sports Complex as presented by Mr. Marsh.

VOTE: Aye-5
Nay-0

REQUEST TO ACCEPT HOWARD'S KNOB PARK GRANT

Mr. Eric Smallwood, Parks and Recreation Director, stated that the NC Parks and Recreation Trust Fund Accessibility for Parks (AFP) grant program had recently awarded Watauga County \$362,109.00 for the Howard's Knob Park - Phase I project. Mr. Smallwood stated that the County was awarded more than the requested \$350,000. Mr. Smallwood stated that the local match,

required for the grant, would be paid in full by the Watauga County Tourism Development Authority (TDA). AFP grants were paid on a reimbursement basis.

Commissioner Russell, seconded by Commissioner Eggers, moved to accept the grant from the NC Parks and Recreation Trust Fund Accessibility for Parks (AFP) grant program in the amount of \$362,109 for the Howard's Knob Park – Phase I project.

VOTE: Aye-5
Nay-0

REQUEST TO SCHEDULE A PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON PROPOSED CHANGES TO THE SIGN ORDINANCE

Mr. Jason Walker, Planning and Inspections Director, stated that the Planning Board had recommended proposed amendments to the County's Sign Ordinance. Ms. Walker stated that a public hearing to allow citizen comment on the proposed changes was required and, in order to meet notice requirements, requested the hearing be scheduled on Tuesday, June 6, 2023, at 5:30 P.M.

Ms. Jennifer Storie, Planner/Development Coordinator, stated that the amendments cleaned up the ordinance and addresses recent Supreme Court decisions regarding how signs were regulated in regards to whether they were considered "on-premises" or "off-premises."

Mr. Ric Mattar, Chairman of the Planning Board, stated that the amendments simplifies the Ordinance, making it easier for staff.

County Attorney di Santi stated that he would carefully review the proposed amendments prior to the scheduled public hearing.

Commissioner Russell, Seconded by Commissioner Wallin, moved to schedule a public hearing for June, 6, 2023, to allow for public comment on the proposed amendments to the County's Sign Ordinance.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Presentation of the FY 2024 Capital Improvement Plan (CIP)

County Manager Geouque presented the FY 2023-2024 Capital Improvement Plan (CIP) for review prior to discussion during the upcoming budget work sessions.

B. Presentation of the Manager's FY 2024 Recommended Budget

County Manager Geouque presented the Recommended FY 2024 Budget and reviewed highlights. The Budget would be discussed at the budget work sessions scheduled on Thursday, May 4, 2023,

beginning at 12:00 P.M. and Friday, May 5, 2023 at 9:00 A.M. The County Manager also announced that Recommended Budget would be available for public inspection on the County's website and at the County Manager's Office as well as the Watauga County Library, Blowing Rock Library, and the Western Community Library. A public hearing was set to be held on May 16, 2023, at 5:30 P.M. to allow citizen comment on the recommended budget.

C. Proposed Resolution to Apply for Rural Transformation Grant

County Manager Geouque presented a proposed resolution which was required as part of the Rural Transformation Grant that the Board recently gave authorization to submit. Chairman Turnbow read the resolution.

Commissioner Russell, seconded by Commissioner Wallin, moved to adopt the resolution as presented by the County Manager and read by the Chairman.

VOTE: Aye-5
Nay-0

D. Proposed Amendments to the Interlocal Agreement for the Appalachian Regional Library System

County Manager Geouque stated that the Appalachian Regional Library System (ARLS) had requested an amendment to the Interlocal Agreement between Ashe County, Watauga County, Wilkes County and the ARLS Board, allowing the use of a substitute to the Regional Board from a County Library Advisory Board when a regular regional board member was absent.

Commissioner Castle, seconded by Commissioner Eggers, moved to adopt the amendment to the Interlocal Agreement as presented by the County Manager.

VOTE: Aye-5
Nay-0

E. Boards and Commissions

County Manager Geouque presented the following:

Workforce Development Board

Ms. Misty Bishop-Price, Director of High Country Council of Governments Workforce Development Board, had requested the reappointment of Ms. Tara Brossa for a two-year term ending on June 30, 2025.

Commissioner Eggers, seconded by Commissioner Wallin, moved to waive the second reading and reappoint Ms. Tara Brossa as a Watauga County representative on the High Country Council of Governments Workforce Development Board with the term set to expire on June 30, 2025.

VOTE: Aye-5
Nay-0

Nursing Home Community Advisory Committee

Ms. Pat Coley has resigned from the Nursing Home Community Advisory Committee. Board approval was required to officially remove Ms. Coley from the Committee. A replacement has not been recommended at this time.

Commissioner Russell, seconded by Commissioner Wallin, moved to waive the second reading and accept Ms. Coley's resignation and officially remove her from the Nursing Home Community Advisory Committee.

VOTE: Aye-5

Nay-0

Economic Development Commission (EDC)

Economic Development Commission (EDC) at-large appointee, Mr. Dan Meyer, would be moving out of the County soon and, therefore, his seat needed to be filled. Mr. Joe Furman, Director of Economic Development with the Boone Area Chamber of Commerce, contacted two former EDC members who had applied for reappointment in January 2023. Both, Mr. Kelly Coffey and Ms. Virginia Wallace were willing to be appointed.

Chairman Turnbow, seconded by Commissioner Russell, moved to waive the second reading and appoint Ms. Virginia Wallace to fill Mr. Dan Meyer's seat on the Economic Development Commission.

VOTE: Aye-3(Turnbow, Wallin, Russell)

Nay-2(Castle, Eggers)

F. Announcements

County Manager Geouque announced the following:

- Special Meetings were scheduled to be held in May 2023 as listed below:

May 4 Budget Work Session beginning at 12:00 P.M. in the Commissioners Board Room

May 5 Budget Work Session beginning at 9:00 A.M. in the Commissioner Board Room

May 25 Live Zoom Ethics Training from 10:00 A.M. to 12:00 P.M. in the Commissioners Conference Room

- A Public Hearing, to allow for citizen comment on the Proposed Budget, was scheduled to be held on Tuesday, May 16, 2023, at 5:30 P.M. in the Commissioners Board Room.
- The Trustees of Caldwell Community College & Technical Institute invites the Board of Commissioners to a meeting on Wednesday, May 17, 2023, at 6:00 P.M. at the Watauga Campus on Hwy 105 Bypass, Boone NC, in the Student Services Center.

NC STATE COOPERATIVE EXTENSION MEMORANDUM OF AGREEMENT (MOA)

Mr. Hamilton had not arrived by the end of open session; therefore, Chairman Turnbow tabled this matter until a future meeting.

CLOSED SESSION

At 6:14 P.M., Commissioner Wallin, seconded by Commissioner Russell, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-5
Nay-0

Commissioner Wallin, seconded by Commissioner Eggers, moved to resume the open meeting at 7:53 P.M.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Wallin, seconded by Commissioner Castle, moved to adjourn the meeting at 7:53 P.M.

VOTE: Aye-5
Nay-0

Larry Turnbow, Chairman

ATTEST:
Anita J. Fogle, Clerk to the Board

DRAFT

MINUTES

WATAUGA COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING, THURSDAY, MAY 4, 2023

The Watauga County Board of Commissioners held a budget work session on Thursday, May 4, 2023, at 12:00 P.M. in the Commissioners' Conference Room located in the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Larry Turnbow, Chairman
 Charlie Wallin, Vice-Chairman
 Todd Castle, Commissioner
 Braxton Eggers, Commissioner
 Ray Russell, Commissioner
 Deron Geouque, County Manager
 Samantha Jones, Finance Director

Chairman Turnbow called the meeting to order at 12:49 P.M.

County Manager Geouque and Finance Director Jones reviewed the proposed Fiscal Year 2023-2024 budget for Board discussion.

A break was taken from 3:00 P.M. until 3:10 P.M.

Board of Education Chairman Gary Childers, and members Marshall Ashcraft, and Jason Cornett as well as Superintendent, Dr. Scott Elliott, Finance Director, Ms. Ly Marze, Assistant Superintendent and Human Resources Director, Dr. Stephen Martin, and Facilities/Maintenance Director, Mr. Eric Bolick, joined the meeting at 3:00 P.M. to review Watauga County School System budget needs.

A break was taken from 4:15 P.M. until 4:25 P.M.

The meeting was adjourned at 5:34 P.M.

Larry Turnbow, Chairman

ATTEST:
Deron T. Geouque
County Manager

DRAFT

MINUTES

WATAUGA COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING, FRIDAY, MAY 5, 2023

The Watauga County Board of Commissioners held a budget work session on Friday, May 5, 2024, at 9:00 A.M. in the Commissioners' Conference Room located in the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Larry Turnbow, Chairman
 Charlie Wallin, Vice-Chairman
 Todd Castle, Commissioner
 Braxton Eggers, Commissioner
 Ray Russell, Commissioner
 Deron Geouque, County Manager
 Samantha Jones, Finance Director

Chairman Turnbow called the meeting to order at 9:05 A.M.

County Manager Geouque and Finance Director Jones continued to review the proposed Fiscal Year 2023-2024 budget for Board discussion.

The meeting was adjourned at 11:38 A.M.

Larry Turnbow, Chairman

ATTEST:
Deron T. Geouque
County Manager

AGENDA ITEM 3:

APPROVAL OF THE MAY 16, 2023, AGENDA

Blank Page

AGENDA ITEM 4:

PUBLIC COMMENT

MANAGER'S COMMENTS:

Public Comment will last up to 1-hour dependent upon the number of speakers.

Blank Page

AGENDA ITEM 5:**PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE FY 2024 PROPOSED BUDGET****MANAGER'S COMMENTS:**

A public hearing has been scheduled to allow citizen comment on the Manager's Recommended Budget for Fiscal Year 2024. At the conclusion of the public hearing, you may wish to schedule an additional work session to make any additional changes prior to staff preparing the budget ordinance for adoption at one of the Board's June meetings.

During the budget work sessions, the Board indicated the desire to evaluate adding a day(s) during the week to allow those individuals unable to utilize Saturday for the 2,000-pound residential waiver. After review with Sanitation staff, the recommendation is to add Thursday in addition to Saturday and evaluate the impact on operations (efficiency on processing of customers through the system, traffic, utilization, and staffing) and finances. The addition of Thursday is included in the proposed rate of \$102.87 for the solid waste fee.

Direction from the Board is requested.

PUBLIC HEARING NOTICE

THE WATAUGA COUNTY MANAGER'S RECOMMENDED BUDGET FOR FISCAL YEAR 2023/2024 HAS BEEN SUBMITTED TO THE WATAUGA COUNTY BOARD OF COMMISSIONERS AS OF TUESDAY, MAY 2, 2023. A COPY OF THE PROPOSED BUDGET IS AVAILABLE FOR PUBLIC INSPECTION ONLINE AT WWW.WATAUGACOUNTY.ORG; IN THE COUNTY MANAGER'S OFFICE LOCATED IN THE WATAUGA COUNTY ADMINISTRATION BUILDING; AND AT THE PUBLIC LIBRARIES IN BOONE, BLOWING ROCK AND THE WESTERN WATAUGA COMMUNITY CENTER. A PUBLIC HEARING ON THE PROPOSED BUDGET SHALL BE HELD ON TUESDAY, MAY 16, 2023, AT 5:30 P.M. TO ALLOW PUBLIC COMMENT AT WHICH TIME ANY PERSONS WHO WISH TO BE HEARD ON THE BUDGET MAY APPEAR. THE BUDGET HEARING WILL BE HELD IN THE COMMISSIONERS' BOARD ROOM LOCATED IN THE WATAUGA COUNTY ADMINISTRATION BUILDING AT 814 WEST KING STREET, BOONE, NORTH CAROLINA. IF YOU HAVE QUESTIONS, PLEASE CALL 265-8000.

LARRY TURNBOW
CHAIRMAN

Budget Change Summary		
General Fund		
Revenues	Expenditures	
3,397,282		Saturday & Thursday Disposal at the Landfill
3,533,675		Tuesday, Wednesday, Thursday Disposal at the Landfill
	3,387,282	Corresponding Expense of Additional Disposal for One Year
	3,523,675	Corresponding Expense of Additional Disposal for One Year
Net Change in overall budget depends on days chosen for Disposal		

Blank Page

AGENDA ITEM 6:**NC STATE COOPERATIVE EXTENSION MEMORANDUM OF AGREEMENT (MOA)****MANAGER'S COMMENTS:**

Mr. Jim Hamilton, Cooperative Extension Director, will review with the Board the updated MOA between the NC State Cooperative Extension and the County. The following will be reviewed:

- Watauga County MOA 2023 - This is the standardized Lock-In MOA going to all counties, which is basically the same agreement Watauga has been operating under since the last MOA from 2007. If any changes are needed, they can be addressed in the 'Watauga MOA addendum 2023'.
- Page 1 Watauga MOA Addendum - this outlines the current salary distributions for Watauga staff who receive direct County funding. The percentages may change slightly over time due to state-only raises, etc. Other Extension Specialists and agents that are funded wholly by NC State and available to Watauga County as regional support (who we do access) are listed at the bottom of the staff page-- <https://watauga.ces.ncsu.edu/people/>.
- Watauga MOA addendum 2023 (2 pages) - this document is only needed if the County were to decide to opt-out of the Lock-In Plan.

There are several differences from the last MOA process. The main one is that all counties are being offered the Lock-In option first (current method used by Watauga Extension). Under the Lock-In MOA, the County agrees to support any state salary changes and is automatically billed. If desired, the County would have to opt out to Non Lock-In (via the 2-page addendum). In both cases the County can provide raises on the percentages and other increases.

Staff recommends the Board adopt the Watauga County Lock-In MOA as this is the current method being utilized and has worked well for the County. Board approval is requested to accept the terms of this memorandum.

NC STATE

EXTENSION

Memorandum of Agreement

Between
The Board of County Commissioners
Watauga County
And
North Carolina State University

Preamble

North Carolina State Extension (NC State Extension) was established as a part of the College of Agriculture and Life Sciences of North Carolina State University (NCSU) by federal and state legislation for the specific purpose of “extending” the educational services of the University to the people of the state, on subjects related to agriculture and natural resources, family and consumer sciences, 4-H youth development, and community and rural development. The laws creating the Cooperative Extension Service were specifically designed to assure that the findings of research in these areas are communicated to the people of the State.

Under the Federal Appropriations Act of 1972, funds were provided to the 1862 land-grant universities (including NCSU) to enhance the extension outreach of the 1890 universities, which included North Carolina A & T State University (NCA&T). The Food and Agriculture Act of 1977 further stipulated that these funds be appropriated directly to the 1890 institutions, and formalized the North Carolina Cooperative Extension Program as an official part of the School of Agriculture and Environmental Sciences at NCA&T.

North Carolina Cooperative Extension (Cooperative Extension) provides the opportunity for North Carolina State Extension and North Carolina A & T Extension to work together to better serve the people of the State through the delivery of locally relevant programs, education and expertise.

The legislation further provided for a cooperative relationship among three levels of government – federal, state, and county – to ensure that the needs of all three levels are addressed. The primary purpose of Cooperative Extension is to provide the people of North Carolina with the most current and relevant unbiased research-based information – particularly that which is related to strengthening the economy through profitable, sustainable and safe food, forest and green industry systems; protecting the environment and natural resources; and empowering youth and families to lead healthier lives and become community leaders. These purposes are furthered by Cooperative Extension employees who are charged with carrying out the extension education programs of the universities and the U.S. Department of Agriculture.

Cooperative Extension has sufficient flexibility to permit attention to the special problems, needs, and interests of the citizens and leadership in each county. Therefore, the programmatic, personnel, and funding complement reflects the unique needs of each county. County Advisory Councils are consulted on a regular basis to assist in prioritizing the county educational program content. Program clientele or recipients of services include individuals, families, communities, municipalities, agricultural and seafood processing and marketing firms, other businesses and certain organizations. These services are delivered to adults and youth in both urban and rural settings.

To assure that educational programs offered by Cooperative Extension meet the needs of the local clientele, it is important that both elected and appointed decision makers at each level of government understand their respective responsibilities and relationships in conducting and funding this work. To this end, this Memorandum of Agreement will detail the individual relationships and mutually agreed-upon responsibilities of NCSU and each county or tribal community that signs this Memorandum of Agreement.

Part I.
NC State Extension will:

1. Establish minimum requirements and qualifications for employment in Cooperative Extension work.
2. Receive and examine applications for employment.
3. Interview and screen applicants to determine their qualifications and availability.
4. Consult with the Board of County Commissioners, or the County Manager as designee, regarding qualified applicants for appointment to vacant or new Cooperative Extension positions.
5. Consult with the Board of County Commissioners, or the County Manager as designee, regarding the salaries and salary splits of all Cooperative Extension employees, including but not limited to County Extension Directors, Extension Agents, and County Operations Support Staff (COSS).
6. Prepare and submit an annual budget to the Board of County Commissioners, or the County Manager as designee, for securing the county's share of funds for salaries and operating expenses each based on the state fiscal year.
7. Provide funds for official travel necessary to conduct Cooperative Extension work and postage funds, to the extent that funds are available, and for purposes authorized by state and federal policies.
8. Accept responsibility and provide the leadership for administration and supervision of Cooperative Extension programs and personnel, including compliance with affirmative action and equal employment opportunity requirements. NC State will investigate all cases of discrimination, harassment, or retaliation following applicable NC State policies.
9. Investigate and manage all employee relations issues related to NC State employees housed in local offices. We will work collaboratively with local county government and NC A&T University when an issue impacts their employees.
10. Develop and administer a personnel management plan that will provide the annual review of each employee's performance, counseling for job improvement where needed, and periodic county program reviews.
11. Provide a staff of specialists to train agents in current technology and other changes affecting agriculture and natural resources, family and consumer sciences, 4-H and youth, and community and rural development, and to otherwise assist them in conducting work in these areas.

12. Provide Cooperative Extension professionals with training programs as needed to maintain effective program delivery.
13. Seek regular input from the County and maintain a County Advisory Leadership System to ensure that county Cooperative Extension programs are based on the particular needs of people in their respective county.
14. Prepare and submit a "Report to the People" to the Board of Commissioners, or the County Manager as designee, at least annually, informing the Board or Manager of Cooperative Extension programs and work accomplished.

Part II.

The Board of County Commissioners will:

1. Provide the County's share of salaries and benefits for Cooperative Extension personnel.
2. Comply with North Carolina's Workers Compensation Act, N.C. General Statute § 97-2(2).
3. Provide offices, equipment, utilities, telephones, office supplies, instructional materials and other items needed for efficient operation of the County Extension Center and its programs; and comply with the accessibility provisions of the Americans with Disabilities Act.
4. Review and consider the annual budget request from NCSU, and take appropriate action by July 1 of each fiscal year.
5. Provide regular input to the District and County Extension Directors on the particular needs of people in their respective county to help ensure that county Cooperative Extension programs are based on specific needs and meet county programming plans.

Part III.

NC State Extension and the Board of County Commissioners mutually agree:

1. That all county Cooperative Extension employment appointments and separations will be made in consultation between NCSU and the Board of County Commissioners, or the County Manager as designee, and that no official action related to such appointments or separations will be taken by either party regarding appointment or separation prior to discussion of the matter with the other party.
2. That the Board of County Commissioners and NCSU shall each be responsible for compliance with applicable laws and regulations relating to their respective operations.
3. To cooperate in implementing affirmative action and equal employment opportunity plans of NCSU.

4. The parties will work together to maintain an environment of high-quality cooperation and services. At the request of any party, a meeting or conference will promptly be held between the Parties' representatives to resolve any problems or develop any improvements.
5. That the policies established by the State of North Carolina under N.C. General Statute §126 and followed by the UNC System for SHRA employees be used in the granting and administration of leave related to the earning rates, transfer policies, payout computation and timing, and administration of vacation, sick, civil, community involvement, military, Family and Medical Leave, Family Illness Leave, leaves of absence, and other approved leave programs for Cooperative Extension personnel.
6. That Cooperative Extension employees will follow county policies relative to office hours, office closings for inclement weather, and holidays, and for the management and use of county property.
7. That personnel procedures are as follows:

(a) Establishing Accounts to Operationalize the Payroll Process.

- i. To operationalize the payroll arrangement, NCSU will establish a Trust Fund Account for the County at NCSU that will serve as the vehicle for the transfer of funds from the County to NCSU for use in paying the county's agreed-upon share of salary and benefits for Cooperative Extension personnel.
- ii. Procedure for Providing Funds to the Account. A State Treasurer's Electronic Payment System (STEPS) form will be completed and the original submitted to the Assistant Extension Director of HR and Operational Strategy via the appropriate District Extension Director. The County Finance Officer, or the designated County representative, will receive notification from the NCSU College of Agriculture and Life Sciences HR Office prior to the University's payroll date, generally the last working day of each month, advising the amount due for the current payroll. Within 5 business days following the payday, the respective University will draft against the County's established trust account in the amount communicated.
- iii. Administration of the Account. The trust account will be maintained in accordance with the respective NCSU accounting policies and procedures. The trust account will be audited and reconciled by the NCSU College of Agriculture and Life Sciences Business Office to ensure the month-end account balance remains zero.

(b) Employee Benefits.

- i. Retirement Benefits. All Extension Personnel will participate solely in either the North Carolina Teachers and State Employees Retirement System (TSERS) and accompanying North Carolina Disability Income Plan, or the Optional Retirement Plan, based on eligibility criteria established by the State. They will be eligible solely for respective NCSU employee benefits for which they qualify based on their appointment and FTE, and former federal appointees will maintain federal benefits, the employer-paid parts of which will be paid for solely by NCSU.

(c) Taxes and Fringe Benefits.

- i. The County will be responsible for providing their proportional share of fringe benefits for all Cooperative Extension personnel, including but not limited to the following:
 1. Employer contributions to all applicable Federal and State taxes.
 2. Employer contribution to TSERs per N.C. General Statute §135, or to ORP per N.C. General Statute §135-5.1.
 3. Employer contribution to the Health Insurance matching charges per N.C. General Statute §135.

(d) Workers' Compensation will be administered pursuant to N.C. General Statute §97-2(2). The County will provide full and direct coverage for those employees subject to the County workers' compensation insurance within the county insurance program. Employees for whom the County will maintain workers' compensation coverage are the following:

1. All administrative and any other positions designated as County Operations Support Staff (COSS); and
 - a. All Program Assistants/Associates who are not funded by directly allocated federal funds such as EFNEP, or Program Assistants/Associates who are paid in part by EFNEP funds but which account for less than 50% funding.
 - b. NCSU will provide full and direct coverage for their respective Cooperative Extension employees subject to NCSU's workers' compensation insurance. Cooperative Extension employees for whom NCSU will maintain workers' compensation coverage are the following:
 - i. All County Extension Directors and Extension Agents; and
 - ii. All Program Assistants or Associates who are funded by directly allocated federal funds such as EFNEP, or Programs Assistants or Associates who are paid in part by EFNEP funds at equal to or more than 50% funding.

(e) Employee Separation

1. NCSU will process severance pay for reductions-in-force (RIFs) as delineated in the COSS Employee Handbook for County Operations Support Staff (COSS).
2. Upon an employee's separation, the County will pay out its proportional share of annual/vacation leave, up to a maximum of 240 hours per the OSHR and/or UNC System guidelines, and any applicable bonus leave balance.

3. The County will pay its proportional share of state longevity for COSS employees upon an employee's service anniversary date.
4. The County will pay out its proportional share of any accrued "extra" time (hour-for-hour) or overtime (1.5 hour-for-hour) to Cooperative Extension employees that are subject to Fair Labor Standards Act or the North Carolina Wage and Hour Act upon an employee's earning anniversary date or as due to the employee at the time of separation.

(f) Optional County-paid Salary Increases or Bonuses to Cooperative Extension Personnel.

At their discretion, Counties may award additional permanent salary increases or one-time pay awards ("bonuses") to Cooperative Extension personnel. If such salary increases or bonuses are proposed by the County under the "non-lock-in" payroll arrangement, they must be communicated to the appropriate District Extension Director's office no later than the first day of any month in which the proposed increase or bonus is to be applied. Increases must be entered in the current fiscal year.

(g) Lock-In Provision

This section describes the preferred arrangement to support the salary agreement between the County and NCSU for Extension personnel. All counties will participate in the Lock-In provision unless designated on an Opt-Out Addendum the arrangement as Non Lock-In.

1. Salary Adjustments for Extension Employees under the Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments and both the County and NCSU will adhere to the plan's effective dates and implementation instructions. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
 Cost-of-living adjustments (COLA),
 Merit adjustments,
 Bonuses (in any form conveyed), and
 Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

2. County Increases in the Lock-In Provision

The County may elect to include NCSU employees in County increases, bonuses, etc. at any time. See 7(f) for more information on submitting county increases. Lock-In Provision indicates that all State adjustments will be honored and automatically drafted, but the County is not limited to just the State increases in this agreement.

Part IV.
DURATION, AMENDMENT, AND TERMINATION

The parties will conduct a periodic review of this collaboration and responsibilities to determine and evaluate whether the parties are achieving the goals and accomplishing the responsibilities activities herein. No amendment of the terms of this Agreement will be effective unless made in writing and signed by each Party's authorized signatory.

Signatures of the persons below authorize execution of this document, effective as of January 1, 2023, and continuing year-to-year, unless otherwise terminated in writing by either party under written notification to the other party no less than one-hundred twenty (120) days prior to the proposed termination date. Termination of this Memorandum of Agreement shall have the effect of terminating the Cooperative Extension activities and programs in the County.

Signature: _____ Date: _____

Chairperson or Designee Board of County Commissioners
Watauga County

Signature: _____ Date: _____

Director
North Carolina Cooperative Extension
North Carolina State University

Signature: _____ Date: _____

Dean
College of Agriculture and Life Sciences
North Carolina State University

Addendum Attached Executed _____

EXTENSION

**Addendum to Memorandum of Agreement
Watauga County**

This addendum documents the current salary percentages provided by the County and by NCSU. Salary Percentages for Watauga County as of July 1, 2023.

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director/NR and CRD	50	50
Administrative Assistant	50	50
Area Agent – Small Farm Mgmt (NC A & T)*	12.5	
Agent – Livestock/Field Crops	70	30
Agent – Family and Consumer Sciences	53	36.5*
Agent - Horticulture	100	0
Agent - 4-H*	50	50
IPM Technician*	12.5	

* Area Agent position is 75% funded from NCAT. Ashe County provides an additional ~12.5%

* Family and Consumer Sciences Agent receives partial funding from Caldwell Co equivalent to one day per week.

* 4-H agent will have a 'step down' state funding allocation beginning FY2023/24 at 70%, FY2024/25 at 60%, and FY2025/26 and beyond at 50%.

* IPM Technician is based in Ashe County & provides scouting & consulting for our largest commercial Christmas tree growers.

County Ag Add-On (Livestock Agent) = .3

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

NC STATE**EXTENSION****Addendum to Memorandum of Agreement
Watauga County**

This addendum documents the current salary percentages provided by the County and by NCSU.

Salary Percentages for Watauga County as of January 1, 2023.

Position Title	Salary Percentage County	Salary Percentage NCSU
County Extension Director/NR and CRD	47.5	52.5
Administrative Assistant	50	50
Area Agent – Small Farm Mgmt (NC A & T)		
Agent – Livestock/Field Crops	68.9	31.1
Agent – Family and Consumer Sciences (share with Caldwell Co.)	50.37	36.5
Agent - Horticulture	100	0

County Ag Add-On = .3

Any position added to this county's staff of Extension Personnel through mutual agreement between the County and NCSU subsequent to the effective date of this modification will have its funding splits documented in correspondence between this County and NCSU and will become part of this Agreement.

**Addendum to the Memorandum of Agreement
Change to Payroll Arrangement for Watauga County**

Under a Lock-in agreement with NC Cooperative Extension, counties agree to fund salary adjustments, increases and bonuses and promotions earned according to the current percentage of employee salaries. Counties that are not lock-in are encouraged to fund state increases, bonus and promotions earned. In both scenarios, counties may include Extension employees in any county increases, longevity or raises at any time.

Non Lock-In Provisions of the Cooperative Arrangement

Enacting the Non Lock-in Provision. By signing this addendum, the County and NCSU shall adhere to the following provisions, guidelines, and procedures.

1. The county agrees to all provisions, guidelines, and procedures of the existing MOA with the exception of item 7(g) the Lock-in Provision.
2. Salary Adjustments for Extension Employees under the Non Lock-In Provision. The full compensation plan for university employees as approved by the General Assembly and implemented by the Office of the President, University of North Carolina System, will serve as the basis for all compensation adjustments for NCSU. The County may match the salary adjustments on their percentage of the employee salary. Cooperative Extension personnel receiving salary from grant funds will be governed by the terms and conditions of the applicable grant within the scope and applicability of NCSU personnel policies governing grants. These compensation components include, but are not limited to:

Across-the-board adjustments,
 Cost-of-living adjustments (COLA),
 Merit adjustments,
 Bonuses (in any form conveyed), and
 Promotion, classification, market, or equity adjustments.

Salary and Benefits. Salaries and benefits, as delineated above in 7(a-e), will be split according to the hiring agreement and will be detailed on an attached addendum. As both parties may provide increases, these percentages will change slightly from the original hire percentage.

_____ Change from Lock-In Provision to Non Lock-in (formerly known as Send In)

The above named county wishes to change its payroll agreement with North Carolina Cooperative Extension, as initially approved on _____, to non Lock-in.

Signatures of the persons below authorize execution of this document, effective _____ (date), and continuing year-to-year, unless otherwise terminated in writing by either party under notification to the other party no less than one-hundred twenty (120) days prior to the desired termination date.

Chairperson or Designee – Board of County Commissioners

Signature: _____

Date: _____

Director, North Carolina Cooperative Extension Service, NC State University or Designee

Signature: _____

Date: _____

AGENDA ITEM 7:

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 April 2023

	<u>Current Month</u> <u>Collections</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 2022	287,397.62	42,134,661.44	98.50%	98.30%
Prior Year Taxes	53,260.56	425,638.87		
Solid Waste User Fees	27,202.38	2,638,487.92	97.25%	97.19%
Green Box Fees	0.00	0.00		
Total County Funds	\$367,860.56	\$45,198,788.23		
<u>Fire Districts</u>				
Foscoe Fire	3,815.14	664,375.47	98.77%	98.90%
Boone Fire	8,345.85	1,308,107.04	98.42%	98.34%
Fall Creek Service Dist.	66.39	13,400.11	97.34%	98.62%
Beaver Dam Fire	1,919.88	141,171.55	96.56%	94.41%
Stewart Simmons Fire	1,495.62	368,870.80	98.85%	98.59%
Zionville Fire	2,395.79	157,693.78	97.16%	96.47%
Cove Creek Fire	3,755.41	351,335.96	97.60%	97.49%
Shawneeohaw Fire	833.37	155,185.66	99.16%	98.45%
Meat Camp Fire	5,165.69	310,478.36	97.05%	96.28%
Deep Gap Fire	2,182.67	266,894.87	97.00%	97.14%
Todd Fire	2,723.27	76,566.29	98.86%	97.43%
Blowing Rock Fire	3,677.78	687,972.96	98.79%	98.35%
M.C. Creston Fire	133.23	7,772.92	92.95%	97.48%
Foscoe Service District	788.10	109,887.32	98.40%	98.54%
Beech Mtn. Service Dist.	0.00	2,313.22	98.49%	99.94%
Cove Creek Service Dist.	0.00	336.65	100.00%	100.00%
Shawneeohaw Service Dist	235.96	8,428.61	97.69%	97.48%
Total Fire District Funds	37,534.15	4,630,791.57		
<u>Towns</u>				
Boone	19,656.95	8,330,843.17	98.99%	99.02%
Municipal Services	2,104.24	168,649.10	98.55%	98.87%
Boone MV Fee	NA	NA	NA	NA
Blowing Rock	NA	NA	NA	NA
Seven Devils	NA	NA	NA	NA
Beech Mountain	NA	NA	NA	NA
Total Town Taxes	\$21,761.19	\$8,499,492.27		
Total Amount Collected	\$389,621.75	\$58,329,072.07		

 Tax Collections Director

 Tax Administrator

AGENDA ITEM 7:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

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

04/28/2023 14:28
Larry.Warren

WATAUGA COUNTY
RELEASES - 04/01/2023 TO 04/28/2023

P 1
tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1546806 AUDIO GROOVES C/O JON PAUL LACY PO BOX 76 DEEP GAP, NC 28618	PP 2019	2861	04/28/2023			0 F10	1.27
	546806999			C02		G01	10.20
	TAX RELEASES				8587	F10L	.13
	NO EQUIPMENT					G01L	1.02
							12.62
1546806 AUDIO GROOVES C/O JON PAUL LACY PO BOX 76 DEEP GAP, NC 28618	PP 2020	63	04/28/2023			0 F10	1.65
	546806999			C02		G01	13.30
	TAX RELEASES				8586		
	NO EQUIPMENT						
							14.95
1546806 AUDIO GROOVES C/O JON PAUL LACY PO BOX 76 DEEP GAP, NC 28618	PP 2021	2699	04/28/2023			0 F10	1.67
	546806999			C02		G01	13.46
	TAX RELEASES				8585		
	NO EQUIPMENT						
							15.13
1546806 AUDIO GROOVES C/O JON PAUL LACY PO BOX 76 DEEP GAP, NC 28618	PP 2022	2816	04/28/2023			0 F10	1.67
	546806999			C02		G01	10.62
	TAX RELEASES				8584		
	NO EQUIPMENT						
							12.29
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2016	3019	04/28/2023			0 C02	-147.81
	587272999			MS1		G01	-112.84
	TAX RELEASES				8604	MS1	-75.71
	BUSINESS CLOSED						
	Reversal of release		8595				-336.36
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2016	3019	04/28/2023			0 C02	147.81
	587272999			MS1		G01	112.84
	TAX RELEASES				8595	MS1	75.71
	BUSINESS CLOSED						
							336.36
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2017	3106	04/28/2023			0 C02	133.25
	587272999			MS1		G01	114.73
	TAX RELEASES				8596	MS1	68.25
	BUSINESS CLOSED					C02L	13.33
						G01L	11.47
						MS1L	6.83
							347.86

04/28/2023 14:28
Larry.Warren

WATAUGA COUNTY
RELEASES - 04/01/2023 TO 04/28/2023

P 2
tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2017	3106	04/28/2023			0 C02	-133.25
	587272999			MS1		G01	-114.73
	TAX RELEASES				8606	MS1	-68.25
	BUSINESS CLOSED					C02L	-13.33
	Reversal of release		8596			G01L	-11.47
						MS1L	-6.83
						-347.86	
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2018	2984	04/28/2023			0 C02	133.17
	587272999			MS1		G01	114.65
	TAX RELEASES				8597	MS1	68.21
	BUSINESS CLOSED					C02L	13.32
						G01L	11.47
						MS1L	6.82
						347.64	
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2018	2984	04/28/2023			0 C02	-133.17
	587272999			MS1		G01	-114.65
	TAX RELEASES				8610	MS1	-68.21
	BUSINESS CLOSED					C02L	-13.32
	Reversal of release		8597			G01L	-11.47
						MS1L	-6.82
						-347.64	
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2019	3192	04/28/2023			0 C02	-133.17
	587272999			MS1		G01	-130.89
	TAX RELEASES				8609	MS1	-68.21
	BUSINESS CLOSED					C02L	-13.32
	Reversal of release		8598			G01L	-13.09
						MS1L	-6.82
						-365.50	
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2019	3192	04/28/2023			0 C02	133.17
	587272999			MS1		G01	130.89
	TAX RELEASES				8598	MS1	68.21
	BUSINESS CLOSED					C02L	13.32
						G01L	13.09
						MS1L	6.82
						365.50	

04/28/2023 14:28
Larry.Warren

WATAUGA COUNTY
RELEASES - 04/01/2023 TO 04/28/2023

P 3
tncrapt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2020	3706	04/28/2023			0 C02	133.99
	587272999			MS1		G01	131.70
	TAX RELEASES				8599	MS1	68.63
	BUSINESS CLOSED					C02L	13.40
						G01L	13.17
						MS1L	6.86
							367.75
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2020	3706	04/28/2023			0 C02	-133.99
	587272999			MS1		G01	-131.70
	TAX RELEASES				8608	MS1	-68.63
	BUSINESS CLOSED					C02L	-13.40
	Reversal of release			8599		G01L	-13.17
						MS1L	-6.86
							-367.75
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2021	2994	04/28/2023			0 C02	142.91
	587272999			MS1		G01	130.89
	TAX RELEASES				8600	MS1	68.21
	BUSINESS CLOSED					C02L	14.29
						G01L	13.09
						MS1L	6.82
							376.21
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2021	2994	04/28/2023			0 C02	-142.91
	587272999			MS1		G01	-130.89
	TAX RELEASES				8607	MS1	-68.21
	BUSINESS CLOSED					C02L	-14.29
	Reversal of release			8600		G01L	-13.09
						MS1L	-6.82
							-376.21
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2022	3098	04/28/2023			0 C02	116.93
	587272999			MS1		G01	103.29
	TAX RELEASES				8601	MS1	38.98
	BUSINESS CLOSED						
							259.20
1587272 ESPRESSO NEWS 267 HOWARD STREET BOONE, NC 28607	PP 2022	3098	04/28/2023			0 C02	-116.93
	587272999			MS1		G01	-103.29
	TAX RELEASES				8602	MS1	-38.98
	BUSINESS CLOSED						
	Reversal of release			8601			
							-259.20

04/28/2023 14:28
Larry.Warren

WATAUGA COUNTY
RELEASES - 04/01/2023 TO 04/28/2023

P 4
tncraprt

OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE	CHARGE	AMOUNT
1529848 HENSON, HAROLD M 1374 POPLAR GROVE RD BOONE, NC 286078873	PP 2022 529848999 TAX RELEASES REMOVED.DESTROYED AROUND 2006	2664	04/28/2023	C02	8588	0	G01 C02 G01L C02L	9.22 10.44 .92 1.04 <hr/> 21.62
1817343 PRESNELL, DAVID 490 GEORGE WILSON RD BOONE, NC 28607	PP 2021 3628 TAX RELEASES billed under account 1812718	1340	04/28/2023	F02	8589	0	F02 G01 SWF	.60 4.03 80.00 <hr/> 84.63
1817343 PRESNELL, DAVID 490 GEORGE WILSON RD BOONE, NC 28607	PP 2022 3628 TAX RELEASES billed under account 1812718	1235	04/28/2023	F02	8590	0	F02 G01 SWF F02L G01L	.60 3.18 80.00 .06 .32 <hr/> 84.16
1856823 SHOPPES ON THE PARKWAY, LLC 1301 E MILLBROOK RD STE D-106 RALEIGH, NC 27609	RE 2022 2818-10-4788-000 REFUND RELEASE PROPERTY TAX COMMISSION SETTLEMENT	26768	04/28/2023	C03	8591	581,350	G01	1,848.69
1775113 TRACY SCHINDLER 494 W KING ST STE #1 BOONE, NC 28607	PP 2021 2582 TAX RELEASES OUT OF BUSINESS	866	04/28/2023	C02	8592	0	C02 G01 C02L G01L	4.49 4.11 .45 .41 <hr/> 9.46
1775113 TRACY SCHINDLER 494 W KING ST STE #1 BOONE, NC 28607	PP 2022 2582 TAX RELEASES OUT OF BUSINESS	800	04/28/2023	C02	8593	0	C02 G01 C02L G01L	3.31 2.93 .33 .29 <hr/> 6.86
DETAIL SUMMARY	COUNT: 24	RELEASES - TOTAL				581,350		2,110.41

04/28/2023 14:28
Larry.Warren

WATAUGA COUNTY
RELEASES - 04/01/2023 TO 04/28/2023

P 5
tncrapt

RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2016	PP	C02	BOONE PP	.00
2016	PP	G01	WATAUGA COUNTY PP	.00
2016	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.00
2016 TOTAL			.00	
2017	PP	C02	BOONE PP	.00
2017	PP	C02L	BOONE LATE LIST	.00
2017	PP	G01	WATAUGA COUNTY PP	.00
2017	PP	G01L	WATAUGA COUNTY LATE LIST	.00
2017	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.00
2017	PP	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
2017 TOTAL			.00	
2018	PP	C02	BOONE PP	.00
2018	PP	C02L	BOONE LATE LIST	.00
2018	PP	G01	WATAUGA COUNTY PP	.00
2018	PP	G01L	WATAUGA COUNTY LATE LIST	.00
2018	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.00
2018	PP	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
2018 TOTAL			.00	
2019	PP	C02	BOONE PP	.00
2019	PP	C02L	BOONE LATE LIST	.00
2019	PP	F10	DEEP GAP FIRE PP	1.27
2019	PP	F10L	DEEP GAP FIRE LATE LIST	.13
2019	PP	G01	WATAUGA COUNTY PP	10.20
2019	PP	G01L	WATAUGA COUNTY LATE LIST	1.02
2019	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.00
2019	PP	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
2019 TOTAL			12.62	
2020	PP	C02	BOONE PP	.00
2020	PP	C02L	BOONE LATE LIST	.00
2020	PP	F10	DEEP GAP FIRE PP	1.65
2020	PP	G01	WATAUGA COUNTY PP	13.30
2020	PP	G01L	WATAUGA COUNTY LATE LIST	.00
2020	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.00
2020	PP	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
2020 TOTAL			14.95	
2021	PP	C02	BOONE PP	4.49
2021	PP	C02L	BOONE LATE LIST	.45
2021	PP	F02	BOONE FIRE PP	.60
2021	PP	F10	DEEP GAP FIRE PP	1.67
2021	PP	G01	WATAUGA COUNTY PP	21.60
2021	PP	G01L	WATAUGA COUNTY LATE LIST	.41
2021	PP	MS1	BOONE MUNICIPAL SERV DIST PP	.00
2021	PP	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
2021	PP	SWF	SANITATION USER FEE	80.00
2021 TOTAL			109.22	

04/28/2023 14:28
 Larry.Warren

WATAUGA COUNTY
 RELEASES - 04/01/2023 TO 04/28/2023

P 6
 tncrapt

RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT
2022	RE	G01 WATAUGA COUNTY RE	1,848.69
2022	PP	C02 BOONE PP	13.75
2022	PP	C02L BOONE LATE LIST	1.37
2022	PP	F02 BOONE FIRE PP	.60
2022	PP	F02L BOONE FIRE LATE LIST	.06
2022	PP	F10 DEEP GAP FIRE PP	1.67
2022	PP	G01 WATAUGA COUNTY PP	25.95
2022	PP	G01L WATAUGA COUNTY LATE LIST	1.53
2022	PP	MS1 BOONE MUNICIPAL SERV DIST PP	.00
2022	PP	SWF SANITATION USER FEE	80.00
2022 TOTAL			1,973.62
SUMMARY TOTAL			2,110.41

04/28/2023 14:28
Larry.Warren

WATAUGA COUNTY
RELEASES - 04/01/2023 TO 04/28/2023

P 7
tncraprt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT
C02	2019	F10 DEEP GAP FIRE PP	1.27
C02	2019	F10L DEEP GAP FIRE LATE LIST	.13
C02	2019	G01 WATAUGA COUNTY PP	10.20
C02	2019	G01L WATAUGA COUNTY LATE LIST	1.02
C02	2020	F10 DEEP GAP FIRE PP	1.65
C02	2020	G01 WATAUGA COUNTY PP	13.30
C02	2021	C02 BOONE PP	4.49
C02	2021	C02L BOONE LATE LIST	.45
C02	2021	F10 DEEP GAP FIRE PP	1.67
C02	2021	G01 WATAUGA COUNTY PP	17.57
C02	2021	G01L WATAUGA COUNTY LATE LIST	.41
C02	2022	C02 BOONE PP	13.75
C02	2022	C02L BOONE LATE LIST	1.37
C02	2022	F10 DEEP GAP FIRE PP	1.67
C02	2022	G01 WATAUGA COUNTY PP	22.77
C02	2022	G01L WATAUGA COUNTY LATE LIST	1.21
C02 TOTAL			92.93
C03	2022	G01 WATAUGA COUNTY RE	1,848.69
C03 TOTAL			1,848.69
F02	2021	F02 BOONE FIRE PP	.60
F02	2021	G01 WATAUGA COUNTY PP	4.03
F02	2021	SWF SANITATION USER FEE	80.00
F02	2022	F02 BOONE FIRE PP	.60
F02	2022	F02L BOONE FIRE LATE LIST	.06
F02	2022	G01 WATAUGA COUNTY PP	3.18
F02	2022	G01L WATAUGA COUNTY LATE LIST	.32
F02	2022	SWF SANITATION USER FEE	80.00
F02 TOTAL			168.79
MS1	2016	C02 BOONE PP	.00
MS1	2016	G01 WATAUGA COUNTY PP	.00
MS1	2016	MS1 BOONE MUNICIPAL SERV DIST PP	.00
MS1	2017	C02 BOONE PP	.00
MS1	2017	C02L BOONE LATE LIST	.00
MS1	2017	G01 WATAUGA COUNTY PP	.00
MS1	2017	G01L WATAUGA COUNTY LATE LIST	.00
MS1	2017	MS1 BOONE MUNICIPAL SERV DIST PP	.00
MS1	2017	MS1L BOONE MUNICIPAL SERV DIST LATE	.00
MS1	2018	C02 BOONE PP	.00
MS1	2018	C02L BOONE LATE LIST	.00
MS1	2018	G01 WATAUGA COUNTY PP	.00
MS1	2018	G01L WATAUGA COUNTY LATE LIST	.00
MS1	2018	MS1 BOONE MUNICIPAL SERV DIST PP	.00
MS1	2018	MS1L BOONE MUNICIPAL SERV DIST LATE	.00
MS1	2019	C02 BOONE PP	.00
MS1	2019	C02L BOONE LATE LIST	.00
MS1	2019	G01 WATAUGA COUNTY PP	.00
MS1	2019	G01L WATAUGA COUNTY LATE LIST	.00
MS1	2019	MS1 BOONE MUNICIPAL SERV DIST PP	.00
MS1	2019	MS1L BOONE MUNICIPAL SERV DIST LATE	.00
MS1	2020	C02 BOONE PP	.00

04/28/2023 14:28
 Larry.Warren

WATAUGA COUNTY
 RELEASES - 04/01/2023 TO 04/28/2023

P 8
 tncrapt

RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT	
MS1	2020	C02L	BOONE LATE LIST	.00
MS1	2020	G01	WATAUGA COUNTY PP	.00
MS1	2020	G01L	WATAUGA COUNTY LATE LIST	.00
MS1	2020	MS1	BOONE MUNICIPAL SERV DIST PP	.00
MS1	2020	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
MS1	2021	C02	BOONE PP	.00
MS1	2021	C02L	BOONE LATE LIST	.00
MS1	2021	G01	WATAUGA COUNTY PP	.00
MS1	2021	G01L	WATAUGA COUNTY LATE LIST	.00
MS1	2021	MS1	BOONE MUNICIPAL SERV DIST PP	.00
MS1	2021	MS1L	BOONE MUNICIPAL SERV DIST LATE	.00
MS1	2022	C02	BOONE PP	.00
MS1	2022	G01	WATAUGA COUNTY PP	.00
MS1	2022	MS1	BOONE MUNICIPAL SERV DIST PP	.00
		MS1 TOTAL		.00
		SUMMARY TOTAL		2,110.41

Blank Page

AGENDA ITEM 8:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****A. 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 \$318,021 or a \$80,100 increase and the rate for workers compensation is \$212,024; a \$18,137 decrease. The increase in property and liability was experienced statewide; in addition to the fire at the Transfer Station and the water damage claims at the Administration Building, Community Recreation Center, and Courthouse. 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 \$318,021 and \$212,024 respectively.



NCACC Risk Management Pools Workers Compensation

RENEWAL ESTIMATE JULY 1, 2023 TO JULY 1, 2024

Quoted on: **4/20/2023**

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	\$134,458	2.222	\$2,988
7720	SHERIFF'S DEPT. OFFICERS & DRIVERS	\$4,414,668	2.124	\$93,752
8810	CLERICAL	\$4,877,368	0.188	\$9,191
8810x	CLERICAL -DSS - N/A	\$1,572,254	0.188	\$2,963
8831	HOSPITAL VETERINARY & DRIVERS	\$109,177	0.826	\$902
8835	NURSING- HOME HEALTH , PUBLIC & TRAVELING ALL EMPLC	\$283,003	1.877	\$5,311
9015	BUILDINGS - NOC	\$1,073,268	2.406	\$25,826
9061	CLUBS & SENIOR CENTERS: NOC & CLERICAL	\$184,195	0.821	\$1,513
9102	PARK NOC ALL EMPLOYEES/DRIVERS	\$901,506	1.473	\$13,275
9403	ASHES GARBAGE OR REFUSE COLLECTION & DRIVERS	\$401,556	4.952	\$19,885
9410	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$1,725,959	1.235	\$21,308
9410x	MUNICIPAL TOWNSHIP COUNTY OR STATE EMPLOYEES NOC	\$1,125,209	1.235	\$13,891
9999	VOLUNTEERS (NCACC designated class)	\$5,727	21.268	\$1,218

Total Estimated Payroll
Subject to audit.

\$16,808,348

2023-2024 Contribution: \$212,024

Please return this document with your signed proposal.



NCACC Risk Management Pools Workers Compensation

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

Quoted on: **4/20/2023**

Annual Payment Plan:	\$212,024
-----------------------------	------------------

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, 2023.



NCACC Risk Management Pools Liability and Property

County: Watauga County					
RENEWAL ESTIMATE					
JULY 1, 2023 to JULY 1, 2024					
					Date of Quote 4/20/2023
Coverage	Contract Limit	Deductible	Renewal Exposure		Contribution
Property	Insured Values	\$1,000	Total Property Values	\$120,866,670	95,945
Named Storm		\$1,000			
		\$1,000	Total Inland Marine Values	\$9,344,244	7,417
Flood, NFIP		\$500,000			
Flood/Earthquake		\$25,000		Total	
General Liability	\$2,000,000	\$0	Population	54,361	21,310
			Number of EMTs	0	0
			Total		\$21,310
Automobile Liability	\$2,000,000	\$0	Total # of Vehicles (Liability)	139	51,776
Excess Auto Liability					0
Physical Damage	Actual Cash Value	\$1,000	Total # of Vehicles (PD)	139	25,887
Replacement Cost	\$0		Value of Selected Veh.	\$0	\$0
			Total		\$77,663
Crime	\$250,000	\$1,000	Money on Premises	1	\$1,019
	\$0		Great than \$250,000	0	\$0
			Total		\$1,019
Public Officials Liability	\$2,000,000 per claim \$4,000,000 annual aggregate	\$5,000 per claim	Population	54,361	24,293
			Total		\$24,293
Law Enforcement Liability	\$2,000,000 per occurrence \$4,000,000 aggregate	\$5,000	Class A Employees	52	41,607
			Class B Employees	30	13,454
			Class C Employees	23	3,560
			Total		\$58,621
Employment Practices Liability	\$2,000,000 per claim \$4,000,000 per aggregate	\$5,000 per claim	Population	54,361	18,753
			Total		\$18,753
Employee Benefits Liability	\$2,000,000	\$5,000			included
Environmental Impairment Liability	\$250,000 aggregate	\$0			included
Privacy or Security Event Liability	\$1,000,000 \$10,000,000 Pool Aggregate	\$5,000			\$13,000
Annual Estimated Contribution					\$318,021

Please return this document with signed proposal. Excess cyber or overall liab on separate page(s) if applicable.

2023 PROPERTY SUBLIMITS

\$5,000,000	ACCOUNTS RECEIVABLE	
\$4,000,000	AUTOMATIC COVERAGE	
\$2,500,000	INCREASED COST OF CONSTRUCTION	
\$250,000	COST OF EXTINGUISHING LANDFILL FIRES	
\$100,000	CONTINGENT TAX REVENUE INTERRUPTION	
\$250,000	CONTINGENT BUSINESS INTERRUPTION/CONTINGENT EXTRA EXPENSE	
\$2,500,000	DEBRIS REMOVAL (LESSOR OF 25% OF PROPERTY DAMAGE LOSS OR THE LIMIT SHOWN)	
\$500,000	DECONTAMINATION COSTS	
\$100,000	DEFERRED PAYMENTS	
\$10,000,000	EARTHQUAKE – SUBJECT TO A \$10,000,000 ANNUAL AGGREGATE	
\$2,500,000	ELECTRONIC DATA AND MEDIA	
\$50,000,000	EQUIPMENT BREAKDOWN, INCLUDING:	
	SPOILAGE	\$500,000
	SERVICE INTERRUPTION	\$2,500,000
	BUSINESS INTERRUPTION	\$25,000,000
	GROSS EARNINGS AND EXTRA EXPENSE	\$1,000,000
	EXPEDITING EXPENSE	\$500,000
	HAZARDOUS SUBSTANCE	\$1,000,000
	AMMONIA CONTAMINATION	\$500,000
	ELECTRONIC DATA & MEDIA	\$1,000,000
	CFC REFRIGERANTS	\$100,000
	COMPUTER EQUIPMENT	\$25,000,000
\$2,500,000	ERRORS AND OMISSIONS	
\$250,000	EVACUATION EXPENSE	
\$1,000,000	EXPEDITING EXPENSE	
\$2,500,000	EXTRA EXPENSE	
\$1,000,000	EXTENDED PERIOD OF INDEMNITY (LESSOR OF ACTUAL LOSS SUSTAINED FOR 180 CONSECUTIVE DAYS OR LIMIT SHOWN)	
\$1,000,000	UNSCHEDULED FINE ARTS - SUBJECT TO A MAXIMUM OF \$250,000 PER ITEM	
\$10,000,000	FLOOD - SUBJECT TO A \$10,000,000 ANNUAL AGGREGATE	
\$1,000,000	FLOOD – SUBJECT TO A \$1,000,000 ANNUAL AGGREGATE AS RESPECTS LOCATIONS SITUATED WHOLLY OR PARTIALLY WITHIN SPECIAL HAZARD ZONES FOR FLOOD	

\$2,500,000	GROSS EARNINGS AND EXTRA EXPENSE COMBINED
\$2,500,000	INTERRUPTION BY CIVIL AUTHORITY
\$100,000	LAW ENFORCEMENT ANIMAL MORTALITY
\$2,500,000	LEASEHOLD INTEREST
\$2,500,000	MISCELLANEOUS UNNAMED PROPERTY
\$250,000	MOBILE MEDICAL EQUIPMENT
\$60,000,000	NAMED STORM – TIER 1 AND TIER 2 ONLY
\$250,000	FIBER OPTICS DISTRIBUTION LINES LOCATED MORE THAN 1,000 FEET FROM A COVERED LOCATION
\$10,000	PERSONAL PROPERTY OF OFFICERS AND EMPLOYEES OF THE PARTICIPANT
\$100,000	PROFESSIONAL FEES
\$2,500,000	PROPERTY IN COURSE OF CONSTRUCTION AND SOFT COSTS - ANY ONE COVERED PROPERTY
\$100,000	LAND AND WASTE CONTAMINANT OR POLLUTANT CLEANUP. REMOVAL AND DISPOSAL - SUBJECT TO A \$500,000 ANNUAL AGGREGATE
\$2,500,000	SERVICE INTERRUPTION - PROPERTY DAMAGE AND TIME ELEMENT COMBINED
\$2,500,000	TRANSIT PROPERTY DAMAGE AND TIME ELEMENT COMBINED - PER CONVEYANCE
\$2,500,000	VALUABLE PAPERS & RECORDS & EDP MEDIA
\$2,500,000	INGRESS/EGRESS
\$100,000	LANDSCAPING, SUBJECT TO \$15,000 ANY ONE SHRUB OR TREE, CAUSED BY OR RESULTING FROM A COVERED PERIL
\$150,000	ANY ONE WATERCRAFT, \$1,500,000 ANY ONE OCCURRENCE FOR WATERCRAFT 27 FEET OR LESS IN LENGTH;
\$15,000	PIERS, DOCKS, PILINGS, BULKHEADS, AND WHARVES: ANY UNSCHEDULED LOCATION; \$100,000 MAXIMUM ANY ONE SCHEDULED LOCATION; \$250,000 ANY ONE OCCURRENCE
\$250,000	UNSCHEDULED TUNNELS, BRIDGES, AND DAMS (EXCLUDING COVERAGE FOR THE PERILS OF EARTHQUAKE, FLOOD AND NAMED STORM)
\$10,000	UNSCHEDULED UNMANNED AIRCRAFT/UNMANNED AIRCRAFT SYSTEM - SUBJECT TO A \$50,000 ANNUAL AGGREGATE
\$100,000	UPGRADE TO GREEN



NCACC Risk Management Pools Liability and Property

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

Quoted on: **4/20/2023**

Annual Payment Plan*:	\$318,021
------------------------------	------------------

**Total does not include excess cyber/overall liability or multi-pool/longevity incentives. See separate page(s) if applicable.*

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, 2023.



NCACC Risk Management Pools Liability and Property

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.

For questions regarding the Longevity Credit, please contact your underwriter.

Participation In Multiple Pools

\$11,165

Longevity Credit

Percentage of Final Signed Contribution (WC & L&P)

3.0%

The contributions 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.

Please note that any applicable incentives will be applied to the Workers Compensation line for 2023-2024.

Please return this document with your signed proposal.



NCACC Risk Management Pools Liability and Property

Please return this form with your confirmation indicating deductible choices. If we don't receive the completed form, we will process your renewal using expiring deductibles. (Base deductibles shown in bold, italics type).

Watauga County

LIABILITY AND PROPERTY DEDUCTIBLE OPTIONS

JULY 1, 2023 to JULY 1, 2024

COVERAGE	X	DEDUCTIBLE	COVERAGE	X	DEDUCTIBLE
Property		\$1,000	Inland Marine	<input checked="" type="checkbox"/>	\$1,000
		\$2,500			\$2,500
	<input checked="" type="checkbox"/>	\$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 -- You may select a 2% Wind Deduct.		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.			
Crime		\$1,000	General Liability	<input checked="" type="checkbox"/>	\$0
					\$500
					\$1,000
					\$2,500
					\$5,000
					\$10,000
					\$25,000
					\$50,000
Automobile Liability	<input checked="" type="checkbox"/>	\$0	Auto Phy. Damage	<input checked="" type="checkbox"/>	\$1,000
		\$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
Law Enforcement	<input checked="" type="checkbox"/>	\$5,000	Public Officials	<input checked="" type="checkbox"/>	\$5,000
		\$10,000			\$10,000
		\$25,000			\$25,000
		\$50,000			\$50,000
		\$75,000			\$75,000
		\$100,000			\$100,000
Employment Practices	<input checked="" type="checkbox"/>	\$5,000	Boiler and Machinery Coverage		
		\$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 not available for Boiler & Machinery.		
		\$25,000			
		\$50,000			
		\$75,000			
		\$100,000			

Please return this document with your signed proposal.

Blank Page

AGENDA ITEM 8:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****B. Boards and Commissions*****MANAGER'S COMMENTS:****Recreation Commission**

Due to the Covid-19 Pandemic and the opening of the Watauga Community Recreation Center, several Parks and Recreation Commission members need appointment or reappointment. Mr. Eric Smallwood, Parks and Recreation Director, has provided the following slate of members to be reappointed with terms that will continue to be staggered:

NAME	REPRESENTING	ORIGINAL TERM EXPIRATION	NEW TERM EXPIRATION
School			
Jason Eldreth	Bethel	2021	2024
Denny Norris	Green Valley	2021	2024
Gene Swift	Parkway	2021	2024
Brittany Bolick	Hardin Park	2022	2025
Sam Painter	Valle Crucis	2022	2025
Jared Everett	Blowing Rock	2023	2026
Loyce Warren	Mabel	New	2026
Scott Carter	Cove Creek	New	2026
At-Large Area			
Kalie Epplie	Town of Boone	2023	2026
Jeanine Underdown-Collins	Town of Boone	2023	2026
Sean Royall	Beech Mountain	2022	2025
Vacant	Town of Boone	-	-
Vacant	Town of Blowing Rock	-	-
Vacant	Town of Seven Devils	-	-
Elected Board			
Ray Russell	Watauga County	Annually/Election	Annually/Election
Becca Nenow	Town of Boone	Annually/Election	Annually/Election
Doug Matheson	Town of Blowing Rock	Annually/Election	Annually/Election
Ron Henries	Board of Education	Annually/Election	Annually/Election

All of the above are first readings.

Memo



To: Watauga County Board of Commissioners

From: Eric Smallwood, Parks and Recreation Director

cc: Deron Geouque, County Manager

Date: 5/9/23

Re: Parks and Recreation Commission Appointments

Due to the Covid-19 Pandemic and the opening of the Watauga Community Recreation Center, several Parks and Recreation Commission members have not been appointed or reappointed over the last several cycles.

The Parks and Recreation Commission Bylaws state:

III.1. The membership shall be Watauga County residents:

- *Watauga County – Nine (9) members: Eight (8) representatives, one from each elementary school district, plus one (1) member of the Board of County Commissioners*
- *Town of Boone – Four (4) members: Three (3) Town of Boone at-large representatives plus one (1) member of the Boone Town Council*
- *Town of Blowing Rock – Town (2) members: One (1) Town of Blowing Rock at-large representative plus one (1) member of the Blowing Rock Town Council*
- *Other Municipalities – Representation is subject to recommendation of the Parks and Recreation Commission and approval by the Watauga County Commissioners. One (1) at-large representative per municipality.*

III.3. Terms of office of at-large and school district representatives shall be for three (3) years.

The Town of Boone, Blowing Rock, Seven Devils, and Beech Mountain will provide their respective at-large appointees to myself or the County Clerk to the Board for the Board of County Commissioners approval.

Due to reappointments not taking place over the past few years, below is a list of recommended appointments/reappointments names, area they represent, original term expiration, and new term expiration if appointed or reappointed.

Also, attached to this memo are recommendation letters or emails from school principals and a copy of the Parks and Recreation Commission Bylaws for reference.

Name	School	Original Term Expiration	New Term Expiration
Jason Eldreth	Bethel	2021	2024
Denny Norris	Green Valley	2021	2024
Gene Swift	Parkway	2021	2024
Brittany Bolick	Hardin Park	2022	2025
Sam Painter	Valle Crucis	2022	2025
Jared Everett	Blowing Rock	2023	2026
Loyce Warren	Mabel	New	2026
Scott Carter	Cove Creek	New	2026

Name	At-Large Area	Original Term Expiration	New Term Expiration
Kalie Epplie	Town of Boone	2023	2026
Jeanine Underdown-Collins	Town of Boone	2023	2026
Sean Royall	Beech Mountain	2022	2025
Vacant	Town of Boone	-	-
Vacant	Town of Blowing Rock	-	-
Vacant	Town of Seven Devils	-	-

Name	Elected Board Representing	Original Term Expiration	New Term Expiration
Ray Russell	Watauga County	Annually/Election	Annually/Election
Becca Nenow	Town of Boone	Annually/Election	Annually/Election
Doug Matheson	Town of Blowing Rock	Annually/Election	Annually/Election
Ron Henries	Board of Education	Annually/Election	Annually/Election

From: [Brian Bettis](#)
To: [Eric.Smallwood](#)
Cc: [Amber.Worley](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Tuesday, April 4, 2023 11:03:34 AM
Attachments: [image001.png](#)

Good Morning Mr. Smallwood,

Thank you for your message. We love hosting practices and games at Bethel and are more than happy to help in any way that we can.

I am certainly in support of Mr. Eldreth continuing to serve on the Parks and Recreation Commission.

Have a wonderful day!

Brian A. Bettis
Principal
Bethel School
138 Bethel School Road
Sugar Grove, North Carolina 28679
(828) 297-2240

"We are told to let our light shine; and if it does, we won't need to tell anybody it does. Lighthouses don't fire cannons to call attention to their shining -- they just shine."

~Dwight L. Moody



#bethelallin

Note: All email correspondence to and from this address is subject to public review under the North Carolina public records law. As a result, messages may be monitored by and disclosed to third parties.

In compliance with federal law, Watauga County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

On Tue, Apr 4, 2023 at 10:46 AM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good morning,

I hope you day is going great so far!

My name is Eric Smallwood and I am the Parks and Recreation Director for Watauga County. My apologies for not reaching out sooner and but after taking over such a comprehensive department and following up someone who has been here for over 30 years, it has been a whirlwind to say the least. Just when I feel like things are finally starting to

From: [Gordon Prince](#)
To: [Eric.Smallwood](#)
Cc: [Amber.Worley](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Sunday, April 30, 2023 10:08:33 AM
Attachments: [image001.png](#)

Absolutely. Thanks again for reaching out

On Fri, Apr 28, 2023 at 3:54 PM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good Afternoon Mr. Prince

I wanted to follow up on the email below and see if you still wanted Denny to be Green Valley's representative or if you would like to recommend someone new.

Thank you,



Eric Smallwood, CPRP
Parks and Recreation Director
Watauga County Parks and Recreation Department
231 Complex Drive, Boone, NC
828.264.9511 (Phone)
828.264.9523 (Fax)

From: Eric.Smallwood
Sent: Friday, April 7, 2023 12:25 PM
To: 'Gordon Prince' <princeg@wataugaschools.org>
Cc: Amber.Worley <Amber.Worley@watgov.org>
Subject: RE: Watauga Co. Parks and Recreation

From: [Patty Buckner](#)
To: [Eric.Smallwood](#)
Subject: Re: FW: Watauga Co. Parks and Recreation
Date: Friday, April 28, 2023 3:55:41 PM
Attachments: [image001.png](#)

Good Afternoon,
Mr. Swift is an excellent candidate. Please allow him to continue serving.
Thanks!

Patty
Patty Buckner
Principal
Parkway School
160 Parkway School Drive
Boone, NC 28607
(828) 264.3032

On Fri, Apr 28, 2023 at 3:52 PM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good Afternoon Mrs. Buckner,

I wanted to follow up on my email below and see how you felt about Gene or if you wanted to recommend someone new.

Thanks,



Eric Smallwood, CPRP
Parks and Recreation Director
Watauga County Parks and Recreation Department
231 Complex Drive, Boone, NC
828.264.9511 (Phone)

From: [Philip Norman](#)
To: [Eric.Smallwood](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Tuesday, April 4, 2023 1:27:08 PM
Attachments: [image001.png](#)

Mr. Smallwood,
I am absolutely fine if Ms. Bolick continues in this role. I would love to meet face to face some time also. Thank you!

On Tue, Apr 4, 2023 at 11:30 AM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good morning,

I hope you day is going great so far!

My name is Eric Smallwood and I am the Parks and Recreation Director for Watauga County. My apologies for not reaching out sooner and but after taking over such a comprehensive department and following up someone who has been here for over 30 years, it has been a whirlwind to say the least. Just when I feel like things are finally starting to slow down, it seems like the firehose I'm drinking from gets dialed back up to 100.

Hopefully soon, once I get a little closer to my one-year mark, I'll make it out to visit and talk in person for a face-to-face meeting.

There are a couple of reasons that I wanted to reach out to you today:

1. If we have used your facility in the past year, thank you so much for allowing us to do. The longer I am here, the more I understand the importance and value of our department and your school's partnership. We serve a large county and having the ability to utilize facilities that are convenient for our families is invaluable. So again, thank you for all that you do as educators and partners for enriching the lives of Watauga County children and families.
2. Our Parks and Recreation Commission by-laws state that we have one representative from each elementary school district on the board. Currently **Brittany Bolick** represents the **Hardin Park** school district and her term is expiring. Brittany has been an asset to the Commission and I would be more than happy to have her back. If you can, please email me back and let me know if you would like her to continue so that I may take the steps necessary to ensure there are no gaps in her service.

From: [Bonnie Smith](#)
To: [Eric.Smallwood](#)
Cc: [Amber.Worley](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Friday, April 28, 2023 4:00:01 PM
Attachments: [image001.png](#)

I do not have anyone to recommend unless there's someone who is interested that you are aware of. I'm fine with Sam as long as he is good to continue.

On Fri, Apr 28, 2023 at 3:56 PM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good Afternoon Mrs. Smith,

I wanted to follow up on my email below and see if you would like for Sam to continue to represent Valle Crucis or if you would like to recommend someone new.

Thank you,



Eric Smallwood, CPRP

Parks and Recreation Director

Watauga County Parks and Recreation Department

[231 Complex Drive, Boone, NC](#)

828.264.9511 (Phone)

828.264.9523 (Fax)

From: Eric.Smallwood
Sent: Tuesday, April 4, 2023 10:58 AM
To: 'smithb@wataugaschools.org' <smithb@wataugaschools.org>
Cc: Amber.Worley <Amber.Worley@watgov.org>

From: [Patrick Sukow](#)
To: [Eric.Smallwood](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Tuesday, April 4, 2023 11:06:48 AM
Attachments: [image001.png](#)

If Mr. Everett is willing to continue, that would be grea.

Patrick

On Tue, Apr 4, 2023 at 10:58 AM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good morning,

I hope you day is going great so far!

My name is Eric Smallwood and I am the Parks and Recreation Director for Watauga County. My apologies for not reaching out sooner and but after taking over such a comprehensive department and following up someone who has been here for over 30 years, it has been a whirlwind to say the least. Just when I feel like things are finally starting to slow down, it seems like the firehose I'm drinking from gets dialed back up to 100.

Hopefully soon, once I get a little closer to my one-year mark, I'll make it out to visit and talk in person for a face-to-face meeting.

There are a couple of reasons that I wanted to reach out to you today:

1. If we have used your facility in the past year, thank you so much for allowing us to do. The longer I am here, the more I understand the importance and value of our department and your school's partnership. We serve a large county and having the ability to utilize facilities that are convenient for our families is invaluable. So again, thank you for all that you do as educators and partners for enriching the lives of Watauga County children and families.
2. Our Parks and Recreation Commission by-laws state that we have one representative from each elementary school district on the board. Currently **Jared Everett** represents the **Blowing Rock** school district and his term is expiring. Jason has been an asset to the Commission and I would be more than happy to have him back. If you can, please email me back and let me know if you would like him to continue so that I may take the steps necessary to ensure there are no gaps in his service.

From: [Elin Reuben](#)
To: [Eric.Smallwood](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Wednesday, April 26, 2023 8:22:48 AM
Attachments: [image001.png](#)

Mr. Smallwood,

Thank you so much for the information. I would like to recommend Loyce Warren to represent Mabel School. I have shared with her many of the details you have provided. She did have one question which I didn't think of. She is teaching classes at Parks and Rec. Is it still okay to have her on this committee? I think she would be great.

Here is her contact information.

Thank you,
Elin

On Tue, Apr 18, 2023 at 8:46 AM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good Morning Elin,

Thank you for getting back with me and for recommending a new representative for Mabel. We are excited to offer a camp on the western end of the county this year and we are expecting a great turnout.

The Parks and Recreation Commission has a regular meeting schedule of the second Wednesday of every other month at 6pm at the Recreation Center. Sometimes we will have special called meetings for items such as grants but that is few and far between. The meetings typically involve updates about the departments performance and the WCRC stats. There are some instances where the Commission assists in decision making, policy development and making recommendations to the Board of County Commissioners.

Generally it is a pretty laid back and fun group but a very rewarding board to be a part of. Our next regularly scheduled meeting is Wednesday, June 14th. The next steps for a new appointee would be you sending me an email with a recommendation and I will take that recommendation to the Board of County Commissioners at their next regularly schedule meeting for appointment. After that, I will communicate directly with that individual.

Thank you again,

From: [Scott Carter](#)
To: [Eric.Smallwood](#)
Cc: [Amber.Worley](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Tuesday, April 4, 2023 12:34:51 PM
Attachments: [image001.png](#)

Eric,

Thank you for reaching out and to Parks and Rec. for being such a great partner! I would love to serve in this role moving forward. Please let me know what you need from me and any dates upcoming that I need to be in attendance. Thanks again!

On Tue, Apr 4, 2023 at 12:25 PM Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good morning,

I hope you day is going great so far!

My name is Eric Smallwood and I am the Parks and Recreation Director for Watauga County. My apologies for not reaching out sooner and but after taking over such a comprehensive department and following up someone who has been here for over 30 years, it has been a whirlwind to say the least. Just when I feel like things are finally starting to slow down, it seems like the firehose I'm drinking from gets dialed back up to 100.

Hopefully soon, once I get a little closer to my one-year mark, I'll make it out to visit and talk in person for a face-to-face meeting.

There are a couple of reasons that I wanted to reach out to you today:

1. If we have used your facility in the past year, thank you so much for allowing us to do. The longer I am here, the more I understand the importance and value of our department and your school's partnership. We serve a large county and having the ability to utilize facilities that are convenient for our families is invaluable. So again, thank you for all that you do as educators and partners for enriching the lives of Watauga County children and families.
2. Our Parks and Recreation Commission by-laws state that we have one representative from each elementary school district on the board. Currently there is no one on our Commission representing Cove Creek. The last member to represent Cove Creek was Toby Cone and from my understanding, he was the former Principal. The Cove Creek representative does not have to be a staff member of the school or necessarily even have a student in the school, just someone who lives in the district and they must be

From: [Sean Royall](#)
To: [Eric.Smallwood](#)
Subject: Sean Royall - Board membership
Date: Tuesday, April 4, 2023 1:11:45 PM

Eric,

I would like to retain my seat as a Watauga Recreation Commission board member as the representative of Beech Mountain. If there is anything you need from me, please let me know. Thank you for all your do!

Sean Royall, CPRP

Parks and Recreation Director

Beech Mountain Parks and Recreation

828-387-3003 : Office

828-406-4216 : Cell

Pursuant to North Carolina General Statutes, Chapter 132, Public Records, this e-mail and any attachments, as well as any e-mail messages(s) that may be sent in response to it, may be considered public records and therefore are subject to public records requests for review and copying.

From: [Patrick Sukow](#)
To: [Eric.Smallwood](#)
Subject: Re: Watauga Co. Parks and Recreation
Date: Tuesday, April 4, 2023 11:03:23 AM

Jared Everette would be amazing. If he is willing, please let him continue. Patrick

Patrick Sukow
Principal
Blowing Rock School

On Apr 4, 2023, at 10:58 AM, Eric.Smallwood <Eric.Smallwood@watgov.org> wrote:

Good morning,

I hope your day is going great so far!

My name is Eric Smallwood and I am the Parks and Recreation Director for Watauga County. My apologies for not reaching out sooner and but after taking over such a comprehensive department and following up someone who has been here for over 30 years, it has been a whirlwind to say the least. Just when I feel like things are finally starting to slow down, it seems like the firehose I'm drinking from gets dialed back up to 100.

Hopefully soon, once I get a little closer to my one-year mark, I'll make it out to visit and talk in person for a face-to-face meeting.

There are a couple of reasons that I wanted to reach out to you today:

1. If we have used your facility in the past year, thank you so much for allowing us to do. The longer I am here, the more I understand the importance and value of our department and your school's partnership. We serve a large county and having the ability to utilize facilities that are convenient for our families is invaluable. So again, thank you for all that you do as educators and partners for enriching the lives of Watauga County children and families.
2. Our Parks and Recreation Commission by-laws state that we have one representative from each elementary school district on the board. Currently **Jared Everett** represents the **Blowing Rock** school district and his term is expiring. Jason has been an asset to the Commission and I would be more than happy to have him back. If you can, please email me back and let me know if you would like him to continue so that I may take the steps necessary to ensure there are no gaps in his service.

Thank you again for taking the time to read and respond to this email and for everything you do for Watauga County. If you have any questions about the Parks and Recreation Commission or ever need anything from me, please do not hesitate to reach out.

<image001.png>

Eric Smallwood, CPRP
Parks and Recreation Director
Watauga County Parks and Recreation Department
231 Complex Drive, Boone, NC
828.264.9511 (Phone)
828.264.9523 (Fax)

Note: All email correspondence to and from this address is subject to public review under the North Carolina public records law. As a result, messages may be monitored by and disclosed to third parties.

In compliance with federal law, Watauga County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.

Town of Boone



May 11, 2023

Watauga County Commissioners
Attention: Mr. Deron Geouque
814 West King Street
Boone, North Carolina 28607

RE: Recommendation of Town of Boone Representatives to Serve on Parks and Recreation Board

Dear Sirs:

At its meeting on May 10, 2023, the Boone Town Council voted to reappoint Jeannine Underdown-Collins and Kalie Eppely to serve as Town of Boone representatives on the Watauga County Parks and Recreation Board.

Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,

A handwritten signature in black ink that reads "Nicole Harmon". The signature is written in a cursive, flowing style.

Nicole Harmon
Town Clerk

cc: Eric Smallwood

Blank Page

AGENDA ITEM 8:

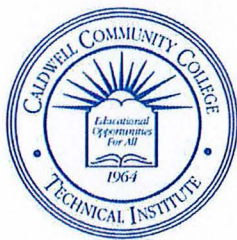
MISCELLANEOUS ADMINISTRATIVE MATTERS

C. Announcements

MANAGER’S COMMENTS:

A live Zoom Ethics Training will be held on May 25, 2023, from 10:00 A.M. to 12:00 P.M. in the Commissioners Conference Room.

The Trustees of Caldwell Community College & Technical Institute have invited the Board of Commissioners to a meeting on Wednesday, May 17, 2023, at 6:00 P.M. at the Watauga Campus on Hwy 105 Bypass, Boone NC, in the Student Services Center.



Caldwell Community College and Technical Institute

Office of the President

May 1, 2023

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 Board of Education and the Watauga County Commissioners on Wednesday, May 17, 2023 at 6:00 p.m. at the Student Services Center on our Watauga Campus. A meal will be provided.

Please check the date and time with the Watauga County Commissioners and let my assistant, Donna Church know either by e-mail: dchurch@cccti.edu or phone: 828-726-2210, if May 17 at 6:00 p.m. will accommodate the Watauga County Commissioner's schedule.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark J. Poarch". The signature is fluid and cursive.

Mark J. Poarch, Ed.D.
President

Cc: Larry Turnbow, Chairman
Watauga County Commissioners

2855 Hickory Blvd., Hudson, NC 28638 • 828.726.2210
Email: mpoarch@cccti.edu • Fax: 828.726.2300 • www.cccti.edu

An Equal Opportunity Educator & Employer

AGENDA ITEM 9:

BREAK

AGENDA ITEM 10:

CLOSED SESSION

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

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

Personnel Matters – G. S. 143-318.11(a)(6)