

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

**MONDAY, DECEMBER 5, 2022
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: November 15, 2022, Regular Meeting November 15, 2022, Closed Session		1
5:35	3	RECESS MEETING FOR SWEARING IN OF NEW COMMISSIONERS		11
5:45	4	BOARD ORGANIZATIONAL MATTERS		
		A. Election of Officers		13
		B. Staff Appointments		15
		C. Fidelity Bonds		17
		D. Commissioner Appointments to Boards & Commissions		19
		E. Regular Meeting Schedule		23
5:50	5	APPROVAL OF THE DECEMBER 5, 2022, AGENDA		25
5:55	6	UNC SCHOOL OF GOVERNMENT DEVELOPMENT FINANCE INITIATIVE PROPOSAL	MR. JOE FURMAN	27
6:00	7	PHASE I SCALE HOUSE IMPROVEMENTS BID AWARD REQUEST	MR. REX BUCK	33
6:05	8	FINANCE MATTERS	MS. SAMANTHA JONES	
		A. 2022 Carry Forward Purchase Orders		39
		B. Proposed Inmate Catastrophic Insurance Contract		45
6:10	9	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. January Meeting Schedule		51
		B. Proposed Utility Easement and Underground Agreement with BREMCO for the Valle Crucis Elementary School Project		53
		C. Announcements		59
6:15	10	PUBLIC COMMENT		66
7:15	11	BREAK		66
7:20	12	CLOSED SESSION		66
		Attorney/Client Matters, per G. S. 143-318.11(a)(3) Land Acquisition, per G. S. 143-318.11(a)(5)(i)		
8:00	13	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

November 15, 2022, Regular Meeting

November 15, 2022, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 15, 2022**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, November 15, 2022, at 5:30 P.M. in the Commissioners' Board Room located in the Watauga County Administration Building, Boone, North Carolina.

Chairman Kennedy called the meeting to order at 5:32 P.M. The following were present:

PRESENT: Billy Kennedy, Chairman
 Larry Turnbow, Vice-Chairman
 Carrington Pertalion, Commissioner
 Ray Russell, Commissioner
 Charlie Wallin, Commissioner
 Andrea Capua, County Attorney
 Deron Geouque, County Manager
 Anita J. Fogle, Clerk to the Board

Chairman Kennedy asked for thoughts and prayers for the University of Virginia shooting tragedy.

With the votes being so close in number for the three seats of the Board of Commissioners up for election, a final determination has not yet been made as to the three who won. Chairman Kennedy announced that the County will be in great hands with whomever gains the seats.

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

APPROVAL OF MINUTES

Chairman Kennedy called for additions and/or corrections to the October 18, 2022, regular meeting and closed session minutes.

Commissioner Pertalion, seconded by Commissioner Russell, moved to approve the October 18, 2022, regular meeting minutes as presented.

VOTE: Aye-5
 Nay-0

Commissioner Pertalion, seconded by Commissioner Russell, moved to approve the October 18, 2022, closed session minutes as presented.

VOTE: Aye-5
 Nay-0

APPROVAL OF AGENDA

Chairman Kennedy called for additions and/or corrections to the November 15, 2022, agenda.

County Manager Geouque shared that a volunteer application was at each Board seat for Mr. Kinney Baughman. Mr. Baughman was already on the agenda under Boards and Commissions.

Vice-Chairman Turnbow, seconded by Commissioner Wallin, moved to approve the November 15, 2022, agenda as presented.

VOTE: Aye-5
Nay-0

WATAUGA HOUSING COUNCIL UPDATE & REQUEST

Dr. Kellie Reed Ashcraft with the Watauga Housing Council provided an update regarding the work to date of the Council. Dr. Ashcraft stated that the Watauga Housing Council was in the second phase of its Community Housing Efforts. Participants from the Forums held earlier in the year and other community members were invited to join the Watauga Housing Council in June.

The focus of the Council was to:

- Identify community housing priorities
- Identify and review potential housing solutions addressing those priorities
- Implement the housing solutions, as a Council, or by working with community housing partners
- Track progress

In June and August, the Council used an operational framework known as RBA to determine community housing outcome, indicators, and action steps. The Council then created committees and assigned those committees with tasks and action steps.

In September and October, the Council accomplished the following:

- Submitted a Boone Sunrise Rotary grant application
- Organized and are planning to submit a Rural Transformation grant for Affordable Housing during the March, 2023 grant cycle with representatives from the Town of Boone Council and staff; County Board of Commissioners and staff; and key stakeholders participating
- Began exploring action steps related to easing specific restrictions and creating incentives for affordable housing development
- Began developing a community housing survey and planning the first community conversation on housing in the Meat Camp area.

Dr. Ashcraft stated that the Watauga Housing Council would like to participate as a partner/representative in the development of a Comprehensive Community Plan. The Council

would also propose the Watauga Housing Council facilitate development of a Comprehensive Long-term Housing Plan on common areas of housing concerns with the Board of Commissioners, Boone Town Council and other municipalities wishing to participate.

Chairman Kennedy thanked Dr. Ashcraft for the great work of the Council. Commissioner Russell stated that housing was an issue he was concerned about.

ECONOMIC DEVELOPMENT MATTERS

A. Proposed Amendments to the Economic Development Commissioner (EDC) Articles of Association

B. Proposed Addendum to Agreement with Boone Area Chamber of Commerce

Mr. Joe Furman, Planning and Inspections/Economic Development (EDC) Director, requested approval of updated Economic Development Commission Articles of Association, which had been amended several times through the years since their initial adoption in 1984. The proposed changes reflect the recommended new make-up of the EDC, past amendments, and memberships of the municipalities of Blowing Rock, Beech Mountain, and Seven Devils. Mr. Furman stated that he, David Jackson, Boone Area Chamber of Commerce Director, and Charles Hardin, Blowing Rock Chamber of Commerce President/CEO, met representatives of the other Towns with good enthusiasm.

Vice-Chairman Turnbow, seconded by Commissioner Peralion, moved to approve the proposed update of the Economic Development Commission Articles of Association as presented by Mr. Furman.

VOTE: Aye-5
Nay-0

Mr. Furman also requested the approval of an addendum to the agreement, approved in August 2022, between the County and the Boone Area Chamber of Commerce to provide for management of the Appalachian Enterprise Center (AEC). Managing the AEC was inadvertently not included in the original agreement.

Vice-Chairman Turnbow, seconded by Commissioner Peralion, moved to approve the addendum to the August 2022 agreement between the County and the Boone Area Chamber of Commerce for economic development.

VOTE: Aye-5
Nay-0

MIDDLE FORK GREENWAY MATTERS

- A. Division of Water Resources (DWR) Grant Acceptance Request*
- B. Parks and Recreation Trust Fund (PARTF) Grant Acceptance Request*

Mr. Joe Furman, Planning and Inspections/Economic Development (EDC) Director, requested acceptance of a \$500,000 grant from the Division of Water Resources of the North Carolina Department of Environmental Quality and a \$500,000 grant from the North Carolina Division of Parks and Recreation Trust Fund. The required matches would be provided by the Blue Ridge Conservancy. The two grants were for the Middle Fork Greenway - Boone Gorge Park.

Commissioner Pertalion, seconded by Commissioner Wallin, moved to accept the two grants, both in the amount of \$500,000, for the Middle Fork Greenway - Boone Gorge Park with the required matching funds to come from the Blue Ridge Conservancy as presented by Mr. Furman.

VOTE: Aye-5
Nay-0

C. Proposed Property Donation

Mr. Furman requested the acceptance of a donation of property from Mr. Robert Toppi before the end of 2022. The property was contiguous with the Boone Gorge Park and would be incorporated into the park. Mr. Toppi indicated that he would not pay for a survey of the parcel.

Commissioner Turnbow, seconded by Commissioner Pertalion, moved to accept the donation from Mr. Toppi contingent upon County Attorney review.

VOTE: Aye-5
Nay-0

BID AWARD REQUEST FOR COURTHOUSE REPLACEMENT CHILLER

Mr. Robert Marsh, Maintenance Director, requested approval to award the bid to Carrier, the lowest bidder, for the Courthouse chiller replacement. The bid was for material only. Staff will return to the Board with another bid for the installation of the unit and other improvements for the Courthouse heating and cooling systems.

BID SUMMARY

MFG	Lead Time	Price
Carrier	40 weeks	\$58,900
Daikin	41 weeks	\$62,890
Trane	38 weeks	\$74,000
York	38 weeks	\$77,850

Commissioner Wallin, seconded by Vice-Chairman Turnbow, moved to accept the material-only bid from Carrier in the amount of \$58,900. Adequate funds have been budgeted to cover the expenditure.

VOTE: Aye-5
Nay-0

TAX MATTERS

A. Monthly Collections Report

Mr. Larry Warren, Tax Administrator, presented the Tax Collections Report for the month of October 2022. The report was presented for information only and, therefore, no action was required.

B. Refunds and Releases

Mr. Larry Warren, Tax Administrator, presented the Refunds and Releases Report for October 2022 for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Peralion, seconded by Commissioner Russell, moved to approve the Refunds and Releases Report for October 2022 as presented.

VOTE: Aye-5
Nay-0

C. Request for Board of Equalization and Review Hearing Date

Mr. Larry Warren, Tax Administrator, stated that Tanger Shoppes on the Parkway had requested a hearing for a parcel not included in previous appeals. A review recommendation letter was mailed to Mr. Carr on June 2, 2022, allowing for a 30-day timeframe to respond. A response was emailed on July 15, 2022, indicating that they did not agree with the recommended value of \$13,081,350 and they requested to go before the Board. Mr. Warren shared dates that Mr. Ryan Vincent with Vincent Valuations would be available if the Board so chose to hear the appeal. Mr. Warren stated that the request was received after the 30-day deadline to respond.

After discussion, Vice-Chairman Turnbow, seconded by Commissioner Peralion, moved to not hear the appeal due to receiving the request after the deadline and to direct Mr. Warren to inform them that an appeal could be made in 2023.

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Proposed Memorandum of Understanding (MOU) for School Resource Officer (SRO)

County Manager Geouque stated that the School System was recently awarded funding for three (3) additional Student Resource Officers (SRO). The Memorandum of Understanding (MOU) needed to reflect the change. Mr. Geouque presented the proposed Memorandum of Understanding between the Watauga County Board of Education and the Watauga County Sheriff's Office as previously reviewed by the County Attorney.

Vice-Chairman Turnbow, seconded by Commissioner Russel, moved to accept the updated Memorandum of Understanding for Student Resource Officers between the County and the Watauga County School System.

VOTE: Aye-5
Nay-0

B. Bid Award Request for Soil and Water Conservation Streamflow Rehabilitation Assistance Program (StRAP) Elk Creek Project

The County Manager, on behalf of Michelle Kasey and Mikey Woodie with Soil and Water Conservation, requested the award of the bid for the StreamFlow Rehabilitation Assistance Program (StRAP) Elk Creek project to Hicks Construction Enterprise Inc. in the amount of \$20,500.

Commissioner Pertalion, seconded by Commissioner Wallin, moved to award the bid to Hicks Construction Enterprise Inc. in the amount of \$20,500 for the StreamFlow Rehabilitation Assistance Program (StRAP) Elk Creek project.

VOTE: Aye-5
Nay-0

C. Boards and Commissions

County Manager Geouque presented the following:

Watauga County Board of Adjustment

The Board of Adjustment terms of Edie Tugman and Lee Stroupe expire in November, 2022. Neither wish to be reappointed. Both Jenna Isenhour and Kinney Baughman have expressed interest in serving. Each term would be for three years.

Commissioner Turnbow, seconded by Commissioner Pertalion, moved to waive the second reading and appoint Jenna Isenhour and Kinney Baughman to the Watauga County Board of Adjustment for three-year terms ending in November 2025.

VOTE: Aye-5
Nay-0

Social Services Advisory Board

Tiffany Christian has been recommended for appointment to the Social Services Advisory Board for a four-year term.

Commissioner Wallin, seconded by Vice-Chairman Turnbow, moved to waive the second reading and appoint Tiffany Christian to a four-year term on the Social Services Advisory Board with the term ending in August 30, 2026.

VOTE: Aye-5
Nay-0

Health Department Board

A vacant public member position for Watauga County was available for appointment on the Health Department Board as Mr. David Triplett's term would expire in November, 2022. Ms. Jennifer Greene, Health Director/CEO, recommended the appointment of Carrington Pertalion to fill the public member position effective immediately. This would allow for continuity on the Health Department Board as it was a critical time approaching their required public health reaccreditation.

Commissioner Turnbow, seconded by Commissioner Russell, moved to waive the second reading and appoint Carrington Pertalion to serve in a Watauga County public member position on the Board of Health effective December 5, 2022, at which time she will vacate her position on the Board of Health as a commissioner representative.

VOTE: Aye-5
Nay-0

D. Announcements

County Manager Geouque announced the following:

- Commissioners are invited to a special Holiday Christmas Dinner for Blue Ridge Energy's Watauga Member Advisory Committee and Community Leaders Council. It will be held on Thursday, December 1, 2022, at 6:30 P.M. at Meadowbrook Inn, Blowing Rock.
- The first Board of Commissioners meeting in December has been moved to Monday, December 5, 2022. The meeting will include a recess to allow for the swearing in ceremony of the Commissioners-Elect.
- The Annual Employee Christmas Lunch will be held at Dan'l Boone Inn on Tuesday, December 13, 2022, from 11:30 A.M. to 2:00 P.M. The first lunch group will begin at 11:30 A.M. and the second lunch group will begin at 1:00 P.M. Board members and the County Attorneys are encouraged to attend.

- A Groundbreaking Ceremony for the new Valle Crucis Elementary School will be held on Tuesday, November 29, 2022, at 1:00 PM. Additional details will be announced at a future time.

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

At 6:23 P.M., Commissioner Wallin, seconded by Vice-Chairman Turnbow, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3) and Land Acquisition, per G. S. 143-318.11(a)(5)(i).

VOTE: Aye-5
Nay-0

Commissioner Wallin, seconded by Commissioner Pertalion, moved to resume the open meeting at 8:34 P.M.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Wallin, seconded by Commissioner Pertalion, moved to adjourn the meeting at 8:34 P.M.

VOTE: Aye-5
Nay-0

Billy Kennedy, Chairman

ATTEST:
Anita J. Fogle, Clerk to the Board

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AGENDA ITEM 3:

RECESS MEETING FOR SWEARING IN OF NEW COMMISSIONERS

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AGENDA ITEM 4:**BOARD ORGANIZATIONAL MATTERS***A. Election of Officers*

Since there is no Chairman at this point in time, it has been customary for the County Manager to conduct the election; however, this can be handled by a commissioner if that is the desire of the Board. Nominations are taken from the floor for Chairman, and the election is by simple majority of the Board members. At this point, the Chairman will call for nominations for the Vice-Chair. Following the election of officers, the new Chairman assumes his duties and presides over the meeting. It is appropriate at this time for the commissioners to change the seating arrangements if they so desire, or this could be done at a later meeting.

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AGENDA ITEM 4:**BOARD ORGANIZATIONAL MATTERS*****B. Staff Appointments***

It has been local practice for the Board to take action on the following staff appointments who serve at the pleasure of the Board. These include County Manager, Deron Geouque; Clerk to the Board, Anita Fogle; Substitute Clerks to the Board, Monica Harrison (Human Resources Manager) and Macy Chirco (Human Resources Coordinator); and the County Attorney (appointment of the attorney can be done by individual name or firm name whichever is appropriate). In addition, a separate Department of Social Services Attorney may be appointed or the appointed County Attorney may serve at the discretion of the Board.

Board action is required.

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AGENDA ITEM 4:

BOARD ORGANIZATIONAL MATTERS

C. Fidelity Bonds

Board action is needed to set these specific name fidelity bonds for the positions as detailed in the packet. Ms. Samantha Jones will be present for discussion.



WATAUGA COUNTY

FINANCE OFFICE

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

MEMORANDUM

TO: Deron Geouque, County Manager
FROM: Samantha Jones, Finance Director
SUBJECT: Fidelity Bonds, Official and Authorized Signers
DATE: November 30, 2022

The following fidelity bonds are in place and require the annual approval of the Watauga County Board of Commissioners. Currently, the County Manager serves as Deputy Finance Director in the absence of the Finance Director and is bonded as such. The Finance Director, County Manager, and Chair of the Board of Commissioners serve as the authorized signers for disbursements on all County accounts. Additional signers and Deputy Finance Officers on the Inmate Commissary account only are Randy Greene, James Sharpe, Barry Trivette, and Michael Brown. Official depositories of the County are First National Bank and BB&T.

<u>Position</u>	<u>Bond Amount</u>	<u>Statutory Requirement</u>
Finance Director	\$50,000	No less than \$50,000, NCGS 159-29
Deputy Finance Director/ County Manager	\$50,000	
Tax Collector	\$50,000	Amount considered reasonable by BCC, NCGS 105-349-c
Register of Deeds	\$50,000	At least \$10,000, but no more than \$50,000, NCGS 161-4
Sheriff	\$25,000	Amount considered reasonable by BCC, but no more than \$25,000, NCGS 162-8

Board approval is requested for the bonds, official depositories and the authorized signers as listed above.

AGENDA ITEM 4:

BOARD ORGANIZATIONAL MATTERS

D. Commissioner Appointments to Boards & Commissions

Each Commissioner nominates a representative to the Boone Rural Fire Protection Service District Board and the Watauga County Planning Board whose terms run concurrent with the term of the appointing Commissioner.

Planning Board members must live within the appointing Commissioner's District and action must be taken by the entire Board of Commissioners to make these appointments.

Boone Rural Fire Service District Board members must own property and reside within the Fire Service District.

Also, included in the packet is a list of Boards & Commissions on which the commissioners themselves have served in the past. Some of these are legal requirements that the commissioners serve, and some are at the request of the agencies. The majority of these appointments can be made by the Chairman of the Board although several of them do require Board action. Therefore, it has been the practice for the Chairman to submit a list of appointments with Board action to approve the entire list. If there is more than one nomination for a particular appointment, the Board may vote on each nomination separately.

Each Commissioner nominates a representative to the Boone Rural Fire Protection Service District Board the and Watauga County Planning Board whose terms run concurrent with the term of the appointing Commissioner.

Boone Rural Fire Protection Service District Board of Directors

Boone Rural Fire Service District Board members must own property and reside within that Fire Service District.

This Board is responsible for overseeing the tax and setting the tax rate on a yearly basis.
(Must live in Fire District; Second Thursday of January, April, July, and October at 7:00 PM Boone Fire Station #2)

Member	Appointment Date	Term Expiration Date	Commissioner
Tommy Critcher	02/2021	12/2022	District 1 – Peralion
Lee Stroupe	12/2020	12/2024	District 2 – Welch
Jimmy Marsh	12/2018	12/2022	District 3 – Kennedy
Jody Eller	02/2021	12/2022	District 4 – Turnbow
Mary Cavanaugh	05/2020	12/2024	District 5 - Wallin

Watauga County Planning Board

Planning Board members must live within the appointing Commissioners District and action must be taken by the entire Board of Commissioners to make these appointments.

Develops and recommends policies, ordinances, administrative procedures and other means for carrying out plans in a coordinated and efficient manner.

(3rd Monday of each month at 5:30 PM in the Commissioners' Board Room at the County Administration Building)

Member	Appointment Date	Term Expiration Date	Commissioner
Dave Robertson	12/2020	12/2022	District 1 – Peralion
Neil Hartley	12/2020	12/2024	District 2 – Welch
Allison Jennings	04/2021	12/2022	District 3 – Kennedy
Marsha Walpole	12/2018	12/2022	District 4 – Turnbow
Diane Tilson	12/2020	12/2024	District 5 – Wallin
Kimmy Tiedemann	12/2019	12/2023	At-Large
Richard Mattar	10/2019	12/2025	At-Large

Commissioner Appointments to Boards & Commissions 120522 BCC Meeting
As of October 2022

Board/Commission	Member
Appalachian District Health Department	Pertalion
Appalachian Theatre Board of Trustees Ex-Officio Member	Wallin or VACANT
AppalCART Authority	Wallin
Blue Ridge Resource Conservation & Development Area	Turnbow
Caldwell Community College & Technical Institute - Watauga Advisory Board	VACANT
Children's Council	Pertalion
Child Protection Team	Russell
Cooperative Extension Advisory Leadership Board	Pertalion
Economic Development Commission (EDC)	Turnbow
Educational Planning Committee (2 appointees)	Wallin & Russell
EMS Advisory Committee	Pertalion
High Country Council of Governments Executive Board Rural Transportation Advisory Committee	Turnbow
Juvenile Crime Prevention Council (JCPC)	Russell
Humane Society	Turnbow
Library Board	Kennedy
Motor Vehicle Valuation Review Committee	BCC
New River Service Authority Board	Wallin
Northwest Regional Housing Authority (five-year term expires Dec. 12, 2024)	Pat Vines
POA Advisory Committee (Home & Community Care Block Grant)	Pertalion
Sheriff's Office Liaison	Kennedy & Turnbow
Vaya Regional Board (Region 3)	Kennedy & Wallin
Social Services Advisory Board	Wallin
Watauga County Arts Council (added February 2020)	Pertalion
Watauga County Fire Commission	Kennedy
Watauga County Personnel Advisory Committee	Chair/ Vice-Chair
Watauga County Recreation Commission	Russell
Watauga Medical Center Board of Trustees	Kennedy
W.A.M.Y. Community Action	Wallin
Watauga Opportunities, Inc.	Turnbow
Workforce Development Board (WDB)	Chairman

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AGENDA ITEM 4:

BOARD ORGANIZATIONAL MATTERS

E. Regular Meeting Schedule

The Board's regular meetings are currently scheduled for the 1st and 3rd Tuesday of each month at 5:30 P.M. This schedule can continue or may be changed at the pleasure of the Board.

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AGENDA ITEM 5:

APPROVAL OF THE DECEMBER 5, 2022, AGENDA

MANAGER'S COMMENTS:

Now that the Board has been officially constituted, it is appropriate for the Board to take action to approve the agenda.

If you have questions or require more information, please do not hesitate to contact me.

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AGENDA ITEM 6:**UNC SCHOOL OF GOVERNMENT DEVELOPMENT FINANCE INITIATIVE PROPOSAL****MANAGER'S COMMENTS:**

Mr. Joe Furman, Planning and Inspections Director, will request the Board approve a proposal with the UNC School of Government Development Finance Initiative (UNC-SOG DFI) regarding affordable/workforce housing. The proposal would assess the County owned Brookshire property and seek a developer for the County. The cost of the proposal is \$62,300. The High Country Association of Realtors/NC Realtors Association has pledged \$10,000 to the proposal.

Board approval is required to accept the proposal from UNC-SOG DFI in the amount of \$62,300 with funds to come from the EDC Capital Improvement Reserve.



WATAUGA COUNTY

126 Poplar Grove Connector, Suite 201 Boone, NC 28607

Department of
Planning & Inspections

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

Memorandum

Date: November 29, 2022
To: County Manager, Board of Commissioners
From: Joe Furman, Director 
RE: UNC-SOG Development Finance Initiative proposal

Last spring, a series of Housing Forums were conducted by an ad hoc volunteer group, led by Kellie Ashcraft. The Forums were very well attended and a significant amount of community interest was demonstrated. As a result, the Watauga Community Housing Trust was reactivated; I am a member of the new Board of Directors, to help with transition and organization. There has been talk for many years of the County's land on Brookshire Road, across from the soccer complex, being used for an affordable/workforce housing project. The Housing Trust Board had a remote meeting with staff members of the UNC School of Government Development Finance Initiative to discuss options and how the DFI could assist the Trust; the conversation included the possibility of using the County's land. As a result, the DFI made the attached proposal to assess the property and seek a developer to the County, since it is the County's land, and because the School of Government's mission is to assist local governments (not non-profits). I believe this assistance would be invaluable, whether or not the Housing Trust is involved. The High Country Association of Realtors/NC Realtors Association is very interested in the affordable housing issue, and accordingly has pledged \$10,000 to the County to go toward the DFI work. The cost to the County would then be \$52,300. I request approval of the Board of Commissioners to enter into a contract with DFI to undertake the project.

MEMORANDUM

To: Deron Geouque, County Manager, Watauga County
Joe Furman, Planning Director, Watauga County

From: Marcia Perritt, Associate Director, Development Finance Initiative

Date: October 24, 2022

Re: Proposal to provide pre-development services to Watauga County for affordable housing development

UNC-Chapel Hill Development Finance Initiative

The UNC Chapel Hill School of Government (SOG) established the Development Finance Initiative (DFI) in 2011 to assist local governments and their partners in North Carolina and beyond with achieving their community economic development goals. The SOG is the largest university-based local government training, advisory, and research organization in the United States. DFI partners with communities to attract private investment for transformative projects by providing specialized finance and real estate development expertise. DFI projects have attracted over \$1 billion in private investment.

Request for Technical Assistance

Watauga County requested technical assistance from DFI in July 2022 to attract a private development partner for the development of housing for low- and moderate-income households on a County-owned site on Brookshire Road. DFI would conduct a feasibility analysis and create a market-feasible program of development, while regularly seeking feedback and engagement with Watauga County officials and community stakeholders. Once a market-feasible development program has been endorsed by the Board of Commissioners, DFI will identify development partners with the experience and track record to make the vision a reality within the context of Watauga County's market.

Scope of Services

The following Scope of Services outlines the pre-development activities that DFI would conduct to support Watauga County in attracting private investment for development of housing for low- and moderate-income households on the Brookshire Road site, herein

referred to as the “Project”, and executing the County’s community economic development goals as it relates to this Project:

1. Conduct a community scan, which is an analysis of market-relevant demographic and socioeconomic data, as well as a review of current and historic plans, visioning documents, studies, research, development proposals, conceptual renderings, notes from public input sessions, and other materials relevant to the Project;
2. Collect and analyze relevant data for a parcel analysis to understand current market conditions (sales trends, vacancy, land use, ownership, and underutilization) for the Project;
3. Conduct a housing needs assessment of the County to identify the scale of demand for specific housing types at various income levels, leveraging a 2022 housing needs assessment completed by a consultant for the County. The assessment includes an evaluation of primary demand drivers such as growth and employment trends, as well as an in-depth analysis of the existing housing supply;
4. Establish guiding public interests for the Project in collaboration with the County;
5. Perform a site constraints analysis to determine what the site can actually support given current conditions and other limitations and to test fit potential development programs for the Project;
6. Conduct a financial feasibility analysis, preparing a financial model (i.e., development budget, operating cash flows, sources of capital, etc.) for the Project to determine financial feasibility for private partners and scale of public investment, if necessary
7. Evaluate options for financing and structuring public participation in development or redevelopment, if necessary, including use of development finance tools (tax credits, district designations, etc.);
8. Support County staff in community engagement efforts to solicit public input related to the Project, as necessary;
9. Propose a feasible private development program for the Project that qualifies as a housing project under N.C.G.S. Chapter 157 and request County’s approval;
10. Prepare a solicitation for development partners and assist County with developing criteria to inform the County’s selection of eventual partner;
11. Actively market and discuss the solicitation with qualified development partners (for-profit or non-profit) with the goal of receiving competitive proposals from qualified developers who are capable of accomplishing the County’s approved development program;
12. Support County officials in development partner selection process by carrying out due diligence of potential partners, preparing investment summaries, and evaluating solicitation responses using County’s criteria;

13. Support the County in negotiating deal points with the development partner selected to execute the approved development program pursuant to the solicitation. Deal points include development parameters for public-private partnerships and milestones, which are typically memorialized first in a non-binding memorandum before being finalized in a development agreement; and
14. Support the County through the point that the above-referenced development partner closes on financing for the project, by regularly evaluating changes proposed by the development partner to pro forma financials and public participation options, in order to verify developer assumptions about revenues, development costs, operating expenses, and debt and equity structuring as market conditions evolve.

Services Exclusions: The scope of services described in this section of the Agreement will hereinafter be referred to as the "Services." The Services expressly do not include activities described in Article 1 of the North Carolina General Statutes Chapter 93A which require a licensed broker to perform. In addition, the Services do not include tasks or expenses associated with site planning expertise from architects or engineers or site preparation expenses that may include but are not limited to: land survey, soil samples, and environmental testing. The Services do not include legal services and no attorney-client relationship shall be established through the performance of the Services. The scope does not include a refresh or update (supplemental data collection and subsequent updated analysis) that could be required in the event that, for reasons beyond the control of DFI, (i) the development solicitation process for any Project is not commenced within one year of the Effective Date, or (ii) more than one solicitation for development partners must be created and/or marketed for a Project.

The fee accounts for efficiencies gained from utilizing virtual meeting tools rather than in-person meetings.

Deliverables

Deliverables include presentations, summaries, and other documentation intended by DFI to be delivered to the County regarding the above Scope of Services.

Timeline

The timeline for completing Activities 1-9 is estimated to be 7 months from commencement.

DFI intends to help the County attract private investment for the Project (Activities 10-14) as quickly as possible and in a way that maximizes overall value and serves the public interests.

Fee

The flat fee for the above Scope of Services is \$65,200. **DFI is able to use funds from a partner organization that supports DFI's technical assistance in Tier 2 counties to reduce the fees paid by the ~~Town~~ to \$62,300.** The flat fee is payable over two installments of \$31,150 each.

County (90%)

The County fee would cover only part of DFI's cost of services, with the balance being "at risk," to be paid as a fee from each successful project. DFI's pre-development services will not only assist the County in accomplishing its goals but will also benefit the ultimate private developer(s) by eliminating predevelopment work, risk, and expense. In order to minimize the County's costs, we require each Project to pay for the value of that benefit in the customary way, as a portion of development costs. If the County is successful in executing a Development Services Agreement with a private partner, DFI will receive a Development Services Fee. This Development Services Fee paid by the Project would be 1% of total project costs.

This arrangement benefits the County in several ways. It aligns DFI's interests with the County in terms of finding developer for the Project and attracting private investment. It also ensures each Project itself pays for a significant share of the County's costs associated with the predevelopment work. And it gives the County ongoing support from DFI throughout negotiations with the developer and during the full life span of development in the Project (i.e. DFI has "skin in the game"). There is no guarantee that a developer will be identified, so the consequences for DFI are clear—DFI will get the bulk of its fee only if there are developers for the Project who successfully execute an agreement with the County.

AGENDA ITEM 7:

PHASE I SCALE HOUSE IMPROVEMENTS BID AWARD REQUEST

MANAGER'S COMMENTS:

Mr. Rex Buck, Operations Services Director, will request the Board award a bid to Carolina Grading & Paving, Inc., the lowest responsive bidder, in the amount of \$231,160.00 for Phase 1 of Scale House Improvements.

Board action is required to award the bid to Carolina Grading & Paving, Inc., the lowest responsive bidder, in the amount of \$231,160.00 for Phase 1 of Scale House Improvements.



WATAUGA COUNTY

*SANITATION
DEPARTMENT*

*336 Landfill Road – Boone, NC 28607 – (828) 264-5305
TDD 1-800-735-2962 – Voice 1-800-735-8262 – FAX (828) 264-3230*

November 14, 2022

To: Deron Geouque, County Manager

From: Rex Buck, Operations Services Director

Subject: Phase 1 Scale House Improvements

Staff accepted quotes for Phase 1 Scale House Improvements on November 14, 2022. A total of three (3) quotes were received with the following results:

- Carolina Grading & Paving, Inc. - **\$231,160.00**
- Iron Mountain, Inc. - \$239,004.00
- PADCO, Inc. - \$252,914.94

Staff recommends the County accept the lowest bidder, Carolina Grading & Paving, Inc. in the amount of **\$231,160.00**.

Copies of the quotes have been included for your reference and Staff's bid schedule tabulation.

Carolina Grading & Paving holds a General Contractors License with the North Carolina Licensing Board of General Contractors and are therefore qualified to perform the scope of work for this project.

Watauga Scale House Improvements

Carolina Grading & Utilities Inc.					Iron Mountain				PADCO			
	Unit	Qty	Price	Total	Unit	Qty	Price	Total	Unit	Qty	Price	Total
1 Mobilization / General Requirements	LS	1	\$ 5,000.00	\$ 5,000.00	LS	1	\$ 5,000.00	\$ 5,000.00	LS	1	\$ 5,581.50	\$ 5,581.50
2 Clearing and Grubbing / Demolition	LS	1	\$ 4,150.00	\$ 4,150.00	LS	1	\$ 5,000.00	\$ 5,000.00	LS	1	\$ 5,710.40	\$ 5,710.40
3 6" DIP Sewer Service Line	LF	108	\$ 145.00	\$ 15,660.00	LF	108	\$ 226.00	\$ 24,408.00	LF	108	\$ 162.00	\$ 17,496.00
4 Sewer Manhole	EA	2	\$ 6,500.00	\$ 13,000.00	EA	2	\$ 5,383.00	\$ 10,766.00	EA	2	\$ 7,795.00	\$ 15,590.00
5 2" Type K Copper Water Line	LF	370	\$ 75.00	\$ 27,750.00	LF	370	\$ 137.00	\$ 50,690.00	LF	370	\$ 86.87	\$ 32,141.90
6 6" Class 350 DIP Water Line	LF	690	\$ 155.00	\$ 106,950.00	LF	690	\$ 124.00	\$ 85,560.00	LF	690	\$ 165.55	\$ 114,229.50
7 Yard Hydrant	EA	1	\$ 1,500.00	\$ 1,500.00	EA	1	\$ 1,600.00	\$ 1,600.00	EA	1	\$ 2,459.44	\$ 2,459.44
8 Fire Hydrant Assembly	EA	2	\$ 9,500.00	\$ 19,000.00	EA	2	\$ 8,625.00	\$ 17,250.00	EA	2	\$ 10,977.35	\$ 21,954.70
9 Water Meter Assembly and RPZ	EA	1	\$ 15,000.00	\$ 15,000.00	EA	1	\$ 15,780.00	\$ 15,780.00	EA	1	\$ 16,575.00	\$ 16,575.00
10 Pavement Restoration	SY	170	\$ 85.00	\$ 14,450.00	SY	170	\$ 85.00	\$ 14,450.00	SY	170	\$ 75.45	\$ 12,826.50
11 Pipe Bollards	EA	2	\$ 850.00	\$ 1,700.00	EA	2	\$ 1,000.00	\$ 2,000.00	EA	2	\$ 1,050.00	\$ 2,100.00
12 Seeding, Fertilizing and Mulching	LS	1	\$ 4,500.00	\$ 4,500.00	LS	1	\$ 5,000.00	\$ 5,000.00	LS	1	\$ 3,500.00	\$ 3,500.00
13 Rock Excavation	CY	10	\$ 250.00	\$ 2,500.00	CY	10	\$ 150.00	\$ 1,500.00	CY	10	\$ 275.00	\$ 2,750.00
				\$ 231,160.00				\$ 239,004.00				\$ 252,914.94

Watauga Scale House Improvements
Rex Buck, Watauga County

11/9/2022

Sid Carpenter, Carolina Grading & Utilities Inc.

		Qty	Unit	Price	Total
1	Mobilization / General Requirements	1	LS	\$ 5,000.00	\$5,000.00
2	Clearing and Grubbing / Demolition	1	LS	\$ 4,150.00	\$4,150.00
3	6" DIP Sewer Service Line	108	LF	\$ 145.00	\$15,660.00
4	Sewer Manhole	2	EA	\$ 6,500.00	\$13,000.00
5	2" Type K Copper Water Line	370	LF	\$ 75.00	\$27,750.00
6	6" Class 350 DIP Water Line	690	LF	\$ 155.00	\$106,950.00
7	Yard Hydrant	1	EA	\$ 1,500.00	\$1,500.00
8	Fire Hydrant Assembly	2	EA	\$ 9,500.00	\$19,000.00
9	Water Meter Assembly and RPZ	1	EA	\$ 15,000.00	\$15,000.00
10	Pavement Restoration	170	SY	\$ 85.00	\$14,450.00
11	Pipe Bollards	2	EA	\$ 850.00	\$1,700.00
12	Seeding, Fertilizing and Mulching	1	LS	\$ 4,500.00	\$4,500.00
13	Rock Excavation	10	CY	250	\$2,500.00
				Total	\$231,160.00

**Lines brought to within 5' of building

**DNI Relcating existing utilities or unsuitable soil remove/replace

*We feel that a substantial amount of money can be saved through using plastic pipe for the larger diameter water and sewer and for the 2" copper waterline as well.

Scale House Improvements
Utility Plan October 2022



BID SCHEDULE

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
1	Mobilization/General Requirements	LS	1	\$5,000.00	\$5,000.00
2	Clearing and Grubbing/Demolition	LS	1	\$5,000.00	\$5,000.00
3	6" DIP Sewer Service Line	LF	108	\$226.00	\$24,408.00
4	Sewer Manhole	EA	2	\$5,383.00	\$10,766.00
5	2" Type K Copper Water Line	LF	370	\$137.00	\$50,690.00
6	6" Class 350 DIP Water Line	LF	690	\$124.00	\$85,560.00
7	Yard Hydrant	EA	1	\$1,600.00	\$1,600.00
8	Fire Hydrant Assembly	EA	2	\$8,625.00	\$17,250.00
9	Water Meter Assembly and RPZ	EA	1	\$15,780.00	\$15,780.00
10	Pavement Restoration	SY	170	\$85.00	\$14,450.00
11	Pipe Bollards	EA	2	\$1,000.00	\$2,000.00
12	Seeding, Fertilizing, and Mulching	LS	1	\$5,000.00	\$5,000.00
13	Rock Excavation	CY	10	\$150.00	\$1,500.00
TOTAL BID PRICE					\$239,004.00

Notes: Bond not included
 Clearing & grubbing for water & sewer only
 Electric to hot box by Watauga County
 IMC will install conduit provided by Watauga County

Respectfully Submitted:
 IRON MOUNTAIN CONSTRUCTION CO, INC.
 NC # 26784 PU Unlimited

Samuel F. Icenhour
 Sam Icenhour
 President



**Scale House Improvements
Utility Plan
October 2022**

BID SCHEDULE

DADCO, Inc.

ITEM #	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL AMOUNT
1	Mobilization/General Requirements	LS	1	\$5,581.50	\$5,581.50
2	Clearing and Grubbing/Demolition	LS	1	\$5,710.40	\$5,710.40
3	6" DIP Sewer Service Line	LF	108	\$162.00	\$17,535.96
4	Sewer Manhole	EA	2	\$7,795.00	\$15,590.00
5	2" Type K Copper Water Line	LF	370	\$86.87	\$32,141.90
6	6" Class 350 DIP Water Line	LF	690	\$165.55	\$114,229.50
7	Yard Hydrant	EA	1	\$2,459.44	\$2,459.44
8	Fire Hydrant Assembly	EA	2	\$10,977.35	\$21,954.70
9	Water Meter Assembly and RPZ	EA	1	\$16,575.00	\$16,575.00
10	Pavement Restoration	SY	170	\$75.45	\$12,826.50
11	Pipe Bollards	EA	2	\$1,050.00	\$2,100.00
12	Seeding, Fertilizing, and Mulching	LS	1	\$3,500.00	\$3,575.00
13	Rock Excavation	CY	10	\$275.00	\$2,750.00
TOTAL BID PRICE					\$253,029.90

AGENDA ITEM 8:

FINANCE MATTERS

A. 2022 Carry Forward Purchase Orders

MANAGER'S COMMENTS:

Ms. Samantha Jones, Finance Director, will present carry forward purchase orders for 2022.

Board action is required to approve the carry forward purchase orders as presented.



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: Samantha Jones, Finance Director
SUBJECT: Carry Forward
DATE: November 29, 2022

Attached, please find the carry forward Purchase Order from 2022. The attached Purchase Orders have been approved and funds are currently available.

Board action is requested.

Carry Forward Purchase Orders

120522 BCC Meeting

Account	Description	Purpose	Amount	PO#
10000-211020	Flock Group	Cameras	8,550.00	2022135
104199-457009	Kill/chill (processing plant)	Kill/chill (processing plant)	68,393.00	2022-185
104199-469103	Clark Nexsen	Facilities Assess	7,500.00	2020118
104199-469199	Tyler Technologies	Munis Training	3,700.00	2022091
104199-517001	ARP Funds - Appalachian Theater	ARP Funds - Appalachian Theater	15,000.00	2022-185
104210-439500	Vermont Systems	Rec Track Training	2,926.74	2019148
104210-439500	Vermont Systems	Rec Track employee Training	4,160.00	2020103
104210-442201	Tyler Technologies	Self Service Install	2,397.04	2020038
104210-442201	Tyler Software	Crystal Reports	4,940.00	2020221
104260-449900	Watauga County	Misc. for Emergency for	14,095.00	2022184
104260-454000	Modern Automotive	Two Ford Trucks for Maintenance	59,596.00	2022039
104261-435100	Iron Mountain Construction	Courthouse drainage repairs	123,237.00	2022180
104261-435100	Muter Construction	Courthouse underground waterproofing and repairs for	62,097.06	2021111
104262-435100	Detention Equipment	Magistrate's office Exterior Door	6,414.00	2022110
104267-517400	ARP Funds - Health Dept. remodel	ARP Funds - Health Dept. remodel	21,875.00	2022-185
104268-435100	Winkler's Creek - wall repair	Winkler's Creek - wall repair	25,000.00	2022-185
104269-435200	Library cooling unit	Library cooling unit	60,000.00	2022-185
104273-458000	Parking deck study	Parking deck study	19,911.00	2022-185
104275-435100	Muter Construction	Roof replacement at human services building	320,290.94	2021111
104275-435200	Muter Construction	HVAC replacement at human services building	217,937.68	2021111
104276-435100	Muter Construction	Appalachian Enterprise Center roof replacement	170,444.11	2021111
104276-435200	Muter Construction	Appalachian Enterprise Center HVAC replacement	29,718.77	2021111
104277-435200	Muter Construction	Law enforcement center roof replacement	1,500,041.93	2021111
104277-435200	Muter Construction	Law enforcement center HVAC replacement	94,458.07	2021111
104283-435103	CRC relocation lot fields, tennis courts, basketball and pickle ball	CRC relocation lot fields, tennis courts, basketball and pickle ball	95,724.00	2022-185
104283-457006	National Flood Insurance	Conditional Letter of MAP Revision	6,750.00	2022129
104284-435101	Old Cove Creek School - Roof replacement	Old Cove Creek School - Roof replacement	25,000.00	2022-185
104284-435102	Playworld Preferred	Parts for Slide Repair	6,433.00	2022181
104289-435200	HVAC Inc.	Repair exhaust system at rec center	3,500.00	2022173
104289-444000	Cummins Inc	Repairs at rec center	2,296.48	2022154
104289-456000	Webb Chemical and Paper	Autoscrubber	4,780.00	2022178
104310-435200	National Power	Thermostat & Block Heater	1,335.45	2022172
104310-451000	Mobile Communication	Motorola APX 8000	62,486.55	2022138
104310-451000	Baker Canine Consulting LLC	Police service dogs including training	18,500.00	2022150
104310-454000	DMV	Tag for new Vehicle	835.72	2021138
104310-454000	Ilderton Dodge	Police vehicle	27,024.00	2021137
104311-451000	Emergency Manager Equipment upgrades	Emergency Manager Equipment upgrades	329,124.00	2022-185
104311-451008	Engineered Tower Sol	Zoning Drawings	6,900.00	2022107
104311-451008	Engineered Tower Sol	Additional Grading	4,100.00	2022130
104311-451008	Engineered Tower Sol	Zoning Drawings	3,750.00	2022157
104311-451008	Engineered Tower Sol	FCC Neap Checklist Env Assessment	7,900.00	2022168
104311-451008	Engineered Tower Sol	FCC Neap Checklist Env Assessment	7,000.00	2022169
104311-451008	Emergency Management Tower upgrades	Emergency Management Tower upgrades	155,271.00	2022-185
104320-517002	COVID testing - Watauga County jail	COVID testing - Watauga County jail	234,433.00	2022-185
104330-435200	National Power	COVID testing - Watauga County jail	1,335.45	2022172
104330-435200	National Power LLC	DPR 20 KW Generator	25,894.60	2022122

Carry Forward Purchase Orders

120522 BCC Meeting

104330-454000	Modern Automotive	Ford Truck for Emergency	34,539.00	2022075
104330-454000	Global Public Safety	Ford Truck upfit	12,587.22	2022076
104380-454000	Animal Control Vehicle	Animal Control Vehicle	24,795.00	2022-185
104920-463000	Capitol Holding	Spotlight Gold Campaign and Video	6,250.00	2022161
104960-429002	Watauga County	No-Till Drill	3,829.76	2016238
104960-449902	Watauga Co	Bill Edmisten Mem Donations	380.61	2010369
104960-469853	Soil and Water Special allocation	Soil and Water Special allocation	2,138.53	2022-185
105550-449900	POA SHIP Grant	POA SHIP Grant	5,937.74	2022-185
105550-449902	POA Exxon Grant	POA Exxon Grant	5,804.68	2022-185
106120-449900	Watauga Co	Senior Games	7,593.00	2016237
145310-449902	Foster Care discretionary funds	Foster Care discretionary funds	911.74	2022-185
145310-449903	Adult Protective services	Adult Protective services	1,803.38	2022-185
145310-449904	CPS discretionary funds	CPS discretionary funds	2,949.04	2022-185
667420-457001	JW Hampton Co	Sediment Basin Improvements	4,957.72	2022001
667420-457001	McGill Associates	Transfer Station Improvements	15,000.00	2022119
667420-435110	Freedom Electech	Electrical Repairs @ transfer station	32,307.72	2022174
667420-457001	McGill Associates	Convenience station improvements	15,000.00	2022120
667420-457001	Transfer station improvements	Stormwater pond, trailer storage, scale turning lane, and inbound scale improvements	1,122,722.00	2022-185
506120-469103	Clark Nexsen	VC School Architect	1,024,611.83	2021192
TOTAL			6,197,175.56	

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AGENDA ITEM 8:

FINANCE MATTERS

B. Proposed Inmate Catastrophic Insurance Contract

MANAGER'S COMMENTS:

Ms. Jones will present the contract renewal with Insurance Management Consultants for catastrophic insurance for inmates housed in the County Jail. The insurance shields the County from large medical claims that occur while inmates are being housed in the Watauga County Jail.

As the contract expiration date was December 1, 2022 and therefore, staff approved the contract. Board action is required to formally approve the contract with Insurance Management Consultants, Inc. for catastrophic insurance coverage for \$20,262 with a \$5,000 deductible. Adequate funds are available to cover the contracted cost.



WATAUGA COUNTY FINANCE OFFICE

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

MEMORANDUM

TO: Deron Geouque, County Manager
FROM: Samantha Jones, Finance Director
SUBJECT: Inmate Catastrophic Insurance Contract
DATE: November 29, 2022

Attached please find information on the renewal contract from Insurance Management Consultants, Inc. (administered through Hunt Insurance Group, LLC) for the insurance policy for large medical claims incurred on behalf of inmates in the County's care. The renewal amount is \$20,262 with the \$5,000 deductible. This represents an \$5,066 decrease from last year's premium. Funds of \$45,000 are available in the current detention budget for this contract. I recommend the acceptance of the renewal contract without changes

Board approval is requested for the contract.



Date of Proposal: November 10, 2022
 Proposed Insured: Watauga County Sheriff's Office
 City, State: Boone, NC
 Facilities Include: Watauga County Detention Facility
 Issuing Company: Sirius America Insurance Company, A.M. Best Rating "A-" Excellent
 Coverage Type: Limited Health Expense Benefits - provided outside the walls of the facility, or facilities, listed above and as outlined in the Insurance Policy.
 Policy Form: Blanket Accident Medical
 Effective Date: December 1, 2022
 Number of Inmates: 50

Specific Coverage:	Option 1
Per Inmate Deductible:	\$5,000
Per Inmate Coverage Limit:	\$250,000
Policy Maximum:	\$1,000,000
Rate Per Inmate Per Month:	\$33.77
Covered Expenses:	Eligible Medical Services shall accumulate to satisfy the Per Inmate Deductible as outlined below and be reimbursed at the following:
In-Patient Hospital Services:	Lesser of the Amount Paid or 70% of the Amount Billed or 200% of Medicaid
Outpatient Hospital Services:	
Physician Services:	
Outpatient Diagnostic and Lab Services:	
Ambulance Services:	
Medical Services and Supplies:	
Dialysis:	
Prescription Drugs:	Limited to those provided and administered during a Hospital Stay
Benefits/Exclusions:	
Prior-to-Booking/In-Pursuit:	Excluded
Security & Guarding:	Excluded
Dental:	Excluded
HIV/AIDS:	Included
Pregnancy:	Included (Inmate only)
Specialty Drugs:	Excluded
Substance Abuse:	Inpatient Hospitalization charges only; charges incurred at institutions providing specialized treatment, long-term care, or rehabilitation are excluded from coverage
Mental and Nervous Disorders:	
Total Premium:	\$20,262.00

Terms and Conditions

- This proposal is based on data submitted and other information furnished relevant to underwriting the risk, including all claims or possible claims, paid, pending, or denied pending additional information, or which the prospective insured or authorized representative should otherwise be aware of.
- Any inaccuracy in the data submitted or failure to disclose any such information can change the terms, conditions, rates, or factors of this offer or can void offer and coverage.
- Claim Provisions:

From:	To:
Claims Incurred: December 1, 2022	November 30, 2023
Claims Reported: December 1, 2022	May 31, 2024
Claims Submitted: December 1, 2022	May 31, 2024
- This proposal is valid for the stated effective date shown above provided the prospective insured or its authorized representative elects one of the above options by November 30, 2022, by submitting a signed application, which will be provided after your selection is made. Until we obtain the signed application, the rates and factors are subject to change as additional information is received.
- Acceptance of this quote is contingent upon and subject to the actual terms of the policy as issued, which occurs upon binding and premium payment. If there is any conflict between this quote and the policy, the policy will govern in all cases.

Printed Name: Deion George Title: County Manager Date: 11-29-2022

Signature: *Deion George*



North Carolina Sheriffs' Association Catastrophic Inmate Medical Insurance Administered by Hunt Insurance Group, LLC

2075 Center Pointe Blvd., Ste. 101, Tallahassee, FL 32308 ☎ Toll-Free: (800) 763-4868 ☎ huntbenefits@huntins.com ☎ www.inmatemedicalinsurance.com

©2022 Hunt Insurance Group LLC The precise coverage afforded is subject to the terms, conditions and exclusions of the actual policies as issued by the insurance company. This document and all its contents are CONFIDENTIAL and PROPRIETARY and cannot be replaced, disclosed or duplicated to any third party without the prior, written consent of Hunt Insurance Group, LLC.

**Sirius America Insurance
Company
140 Broadway
New York, NY 10005**

APPLICATION FOR BLANKET LIMITED BENEFIT HEALTH INSURANCE

Part I Proposed Policyholder

a. Full Legal Name of Proposed Policyholder

Watauga County Sheriff's Office

b. Address

814 West King Street, Room 216, Boone, NC 28607

- c. Proposed Policyholder is** **A correctional facility or authority of a state, county or municipality, or** **a management company providing health services to inmates**

- d. Requested Effective Date** December 1, 2022

Policy will become effective on the Requested Effective Date only if (a) all required information is provided and (b) Sirius America has received the initial premium on or before that date.

- e. Who will be insured?** *Please check each category that applies*

1. Eligible Persons during Pursuit
2. Eligible Persons in Custody of a correctional facility of a state, county or municipality
3. Eligible Persons Incarcerated in a correctional facility of a state, county or municipality

Part II Plan of Insurance and Premium Calculation

a. Plan of Benefits

1. Maximum Benefit per Covered Inmate Per Policy Year \$ \$250,000
2. Maximum Benefit for injuries sustained during Pursuit \$ Excluded
3. Policy Aggregate Maximum per Policy Year \$ 1,000,000
4. Deductible Per Covered Inmate Per Policy Year \$ 5,000

b. Premium Calculation

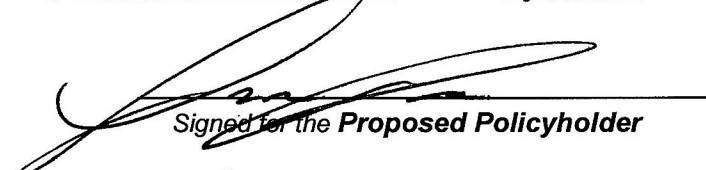

1. Rate Per Covered Inmate per month \$ 33.77
2. Number of Covered Inmates on the Policy Effective Date 50
3. Initial Premium \$ 20,262.00

SEM-16-5000NC

Part III Acknowledgements and Signatures

- a. **Fraud Warning** Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or a statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto may be guilty of committing a fraudulent insurance act, which is a crime.
- b. **Applicant's Acknowledgement** I, the applicant, declare, to the best of my knowledge and belief, that all statements and answers in this application are true and complete. I understand and agree that (a) this application will form part of any policy issued, (b) no information given to or acquired by any representative of Sirius America will bind it, unless it is in writing on this application, (c) no waiver or modification will bind the Company unless it is in writing and is signed by an executive officer of Sirius America, and (d) only those persons eligible under the terms of an issued policy will be insured.

Dated at 9:28 on the 29 day of Nov, 2022


 Signed for the **Proposed Policyholder**

 Title

c. To be acknowledged and signed by the Agent

I certify that I have truly and accurately recorded on the application the information provided by the Policyholder.

<u>Dan Lancaster</u> Signed by Licensed Agent	<u>16811317</u> Agent License #	<u>Leon D. Lancaster</u> Please Print Name
---	---	---

June 1, 2022
Date Signed: mm/dd/yyyy

Jacksonville, Florida
Signed at: City, State

SEM-16-5000NC

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AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. January Meeting Schedule

MANAGER'S COMMENTS:

The Board has traditionally cancelled one of the meetings in December or January depending on how the holidays have fallen. Due to where Christmas and New Year's fall during the week, staff would recommend the Board cancel the first meeting in January as there would be insufficient time to prepare the Board packets. Historically, December and the first weeks in January have few issues requiring Board action.

Staff seeks direction from the Board in cancelling the first meeting in January.

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AGENDA ITEM 9:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Proposed Utility Easement and Underground Agreement with BREMCO for the Valle Crucis Elementary School Project

MANAGER'S COMMENTS:

The new Valle Crucis Elementary School will require a utility easement. Board action is requested to approve the utility easement with BREMCO regarding the construction of the new Valle Crucis Elementary School.

BLUE RIDGE ELECTRIC MEMBERSHIP CORPORATION
OWNER'S AGREEMENT
for
INSTALLATION OF UNDERGROUND SERVICE

AGREEMENT

STATE OF NORTH CAROLINA

COUNTY OF _____

THIS AGREEMENT, made this _____ day of _____, 20____ by and between Blue Ridge Electric Membership Corporation hereinafter called the Cooperative, and _____ hereinafter called the Owner.

WITNESSETH

WHEREAS, the Owner has requested that the Cooperative install underground service on his premises located at _____ and agrees to make any required contribution in aid of construction as defined in the Cooperative's Service Rules and Regulations;

NOW, THEREFORE, in consideration of the Cooperative's and the Owner's mutual promises, the parties hereto agree that the Cooperative will install, own and maintain the underground distribution facilities on the aforesaid premises under the following terms and conditions:

1. The underground distribution facilities covered by this agreement will provide electric service for the aforesaid premises.
2. The Owner will grant a satisfactory easement for the Cooperative's facilities without cost to the Cooperative.
3. Facilities associated with an underground distribution system, other than the conductors, may be installed above or below ground as determined solely by the cooperative in accordance with the current construction design practices of the cooperative.
4. The cooperative will provide service to a single transformer using a loop system design at the request of the member who desires to have a loop system installed and makes a payment equal to the estimated cost of the additional facilities in excess of the radial extension facilities.
5. Existing overhead distribution facilities will remain installed overhead unless the member desires to have them installed underground. Distribution feeders necessary to serve a new underground subdivision will be installed overhead unless the owner agrees to pay for the cost of underground facilities.
6. Prior to the installation of the underground distribution system by the cooperative, the final grade levels of the building sites shall be established by the member. The building construction program shall be coordinated with the installation of underground electrical facilities to permit unimpeded access to the cooperative's equipment to the installation site; to allow installation of underground facilities at proper depth and before streets, curbs, or other obstructions are installed; and to eliminate digging into the underground electrical facilities after installation.

Should streets, curbs, or other obstructions be present prior to installation of underground facilities, resulting in additional expense to the cooperative, payment for these additional expenses shall be made to the cooperative by the member. Should established lots or final grade levels change after installation of underground electrical

facilities has begun, or if installation of electrical facilities are required by the owner before final grades are established, and either of these conditions results in additional expense to the cooperative, payment for these additional expenses shall be made to the cooperative by the member.

7. Should existing sidewalks, septic tank systems, fuel tanks, other utility lines, or other man-made obstructions result in additional expenses to the cooperative, payment for the same will be made by the member.

8. Actual costs incurred to comply with special requirements, if any, of municipalities, state and federal highway agencies or departments regarding a breaking of pavement, ditching, backfilling, and other related conditions, will be paid by the member.

9. Member agrees to pay actual additional cost incurred by the cooperative due to adverse conditions, such as: rock or the composition of the land where the underground facilities are to be installed is such that standard construction equipment cannot be used to complete the installation; or, special equipment and materials are needed for stream crossing structures or concrete structures; or, blasting is required; or, if abrupt changes in final grade levels exceed a slope ratio of one when measured within three feet of the trench.

10. The cooperative's agreement to provide underground service is dependent upon the securing of all necessary rights, easements, rights-of-way, privileges, franchises, or permits for the installation of such service from those requesting the underground facilities. The cooperative shall exercise care in the utilization of its underground equipment during construction, but the ultimate responsibility for the protection of shrubs, trees, grass sod and driveways will be that of the member. Reseeding of trench cover will be done by the member. Shrubs, trees, or any other obstacle shall not be placed within ten feet of the transformer cabinet or cabinet openings which would hinder the access of the cooperative at any time.

11. Temporary service will not be available in the area served from underground facilities until the underground system is in place unless the member elects to pay the "in and out" cost of temporary facilities necessary to deliver the temporary service from overhead distribution lines. After the underground facilities are in place, temporary service may be provided for normal fees only at a transformer or pedestal location.

IN WITNESS WHEREOF, the parties have executed this agreement on the date first above written.

(Owner)

Blue Ridge Electric Membership Corporation

(Authorized Agent)

UTILITY EASEMENT

Return to: Blue Ridge Electric Membership Corporation

STATE OF NORTH CAROLINA
COUNTY OF WATAUGA

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, **Watauga County, a body politic**, on behalf of [*himself/herself/itself*], and [*his/her/its*] heirs, executors, administrators, successors and assigns (collectively, "Grantor"), for a good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant unto BLUE RIDGE ELECTRIC MEMBERSHIP CORPORATION and its subsidiaries, and their successors, assigns, lessees and licensees (collectively, "Grantee"), a perpetual right-of-way and easement upon, over and across the lands of the Grantor situated in **Watauga** County, North Carolina, more particularly described as follows: A tract of land approximately **14.83** acres in size as described in that deed recorded at **Deed Book 2285, Page 219, Watauga** County Registry, currently known as Tax Parcel #**1980-26-1517-000**, (the "Premises").

Underground Facilities _____ (*Initial to grant underground facilities easement*)

By initialing above, Grantor grants to Grantee an easement extending perpendicularly ten (10) feet to either side of the centerline of said lines or system as installed, measuring twenty (20) feet in width in its entirety. By initialing above, Grantor further grants to Grantee, its agents, employees and contractors, the following rights: to erect, construct (by digging, trenching or other means), reconstruct, relocate, repair, operate, upgrade, alter and maintain underground electric distribution facilities, lines and conduits, as well as transformers, service connections, communications lines, fiber optics cables, cabinets, and other apparatus and appliances, either above ground or below ground, for the purpose of transporting electricity and for communications purposes (including but not limited to the transmission of data, sound and images); to enter upon and travel across, at any time now or in the future, the Premises, and all abutting streets, roads or highways, in order to access the easement and any easements on adjacent properties and to exercise all other rights granted herein; to clear the land within the easement, and to keep it clear of shrubbery, trees and other growth located within the easement, regardless of how long said vegetation has been permitted to grow, and to keep the easement clear of any and all other obstructions; to clear and keep clear from the easement all structures, buildings, wells, mobile homes, swimming pools, septic or storage tanks, flammable materials or other fire hazards, wrecked or disabled vehicles, and refuse of any type; and to clear land outside the easement within ten (10) feet of the service door of any transformer or cabinet, and to keep the area within ten (10) feet of said door clear of trees and shrubbery (regardless of how long said vegetation has been permitted to grow), structures and other obstructions.

Overhead Facilities _____ (*Initial to grant overhead facilities easement*)

By initialing above, Grantor grants to Grantee an easement extending perpendicularly fifteen (15) feet to either side of the centerline of said lines or system as installed, measuring thirty (30) feet in width in its entirety. By initialing above, Grantor further grants to Grantee, its agents, employees and contractors, the following rights: to erect, construct, reconstruct, relocate, repair, operate, upgrade, alter and maintain upon the easement, and upon all abutting streets, roads or highways, one or more lines or systems, including poles, cross-arms, wires, guys, anchors, cable, transformers, antennae, amplifiers, communications cabinets and other apparatus and appliances, for the purpose of transporting electricity and for communications purposes (including but not limited to the transmission of data, sound and images); to install, maintain and use anchors, stub poles and guy wires on land adjacent to the easement; to enter upon and travel across, at any time now or in the future, the Premises, and all abutting streets, roads or highways, in order to access the easement and any easements on adjacent properties and to exercise all other rights granted herein; to clear the

land within the easement, and to keep it clear of shrubbery, trees and other growth located within the easement, regardless of how long said vegetation has been permitted to grow, and to keep the easement clear of any and all other obstructions; to clear and keep clear from the easement all structures, buildings, wells, mobile homes, swimming pools, septic or storage tanks, flammable materials or other fire hazards, wrecked or disabled vehicles, and refuse of any type; to prohibit the construction of buildings or other facilities on the Premises within such proximity to any above-ground electric or communications facility that would endanger the operation or prevent the maintenance of the facility; to trim or remove and to keep trimmed or removed dead, diseased, weak or leaning trees or limbs outside of the easement which, in the opinion of Grantee, might interfere with or fall upon the electric or communication facilities within the easement, regardless of how long said vegetation has been permitted to grow.

Additional Terms of All Easements

Construction of new facilities on property outside the footprint of the easement and future extensions of facilities beyond the footprint of the easement are not permitted by this Agreement. In the event facilities outside the footprint of this easement are contemplated, additional easement rights may be acquired.

Once construction is complete, in the event Grantee exercises its rights of ingress and egress, Grantee shall repair any damage it shall do to Grantor's private lanes, roads, and/or crops that result from Grantee's ingress and egress.

Grantor further gives, grants and conveys to Grantee, its agents, employees and contractors, the right to relocate its facilities, and the corresponding easement, over the Premises to conform to any future highway or street relocation, widening or improvement.

Grantor shall retain all other rights to his lands not inconsistent with the rights and easements herein conveyed, but Grantor cannot interfere with or endanger the construction, operation, or maintenance of Grantee's facilities.

The failure of Grantee to exercise any of the rights herein acquired shall not be construed as a waiver or abandonment of the right hereafter at any time, and from time to time, to exercise any or all of them.

Grantor agrees that all poles, wires, structures, antennae, accessories and other facilities installed on the Premises by Grantee shall remain the property of Grantee, removable at the option of the Grantee.

Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, or any interest therein, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, except as expressly hereinafter stated.

Exceptions: _____

It is further understood that, whenever necessary, words used in this instrument in the singular shall be construed to read in the plural and that words used in the masculine gender shall be construed to read in the feminine.

TO HAVE AND TO HOLD, all and singular, the rights, privileges and easements aforesaid unto the said Grantee forever.

FOR OFFICE USE ONLY: _____.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officer, this the _____ day of _____, 20____.

Watauga County, a body politic

By: _____

Name: _____

Title: Chair, Watauga County Board of Commissioners

CORPORATE SEAL

ATTEST: _____

Name: Anita J. Fogle

Title: Clerk to the Board

STATE OF NORTH CAROLINA
COUNTY OF WATAUGA

I, _____, a Notary Public in and for the above named State and County, do hereby certify that **Anita J. Fogle** personally appeared before me this day and acknowledged that she is **Clerk of The Board of County Commissioners of Watauga County, a body politic**, and that authority duly given and as the act of the corporate body, the foregoing instrument was signed in its name by its **Chair of the Board of Commissioners** and attested by her as its **clerk**.

This the _____ day of _____, 20____.

SEAL

Notary Public

Printed Name of Notary Public

My commission expires:

AGENDA ITEM 9:**MISCELLANEOUS ADMINISTRATIVE MATTERS***C. Announcements***MANAGER'S COMMENTS:**

The Annual Employee Christmas Lunch will be held at Dan'l Boone Inn on Tuesday, December 13, 2022, from 11:30 A.M. to 2:00 P.M. The first lunch group will begin at 11:30 A.M. and the second lunch group will begin at 1:00 P.M.

The Essentials of County Government course (including Ethics Training) will be held on the following dates:

- December 15-16, 2022, in Asheville, NC (8 A.M. – 5 P.M. on Thursday and Friday)
- January 12-13, 2023, in Durham, NC (8 A.M. – 5 P.M. on Thursday and Friday)
- January 18-20, 2023, online (8 A.M. – 1 P.M. Wednesday through Friday)

Additional information is included in your packet. If interested in attending, please notify Anita who will assist with your registration

Anita.Fogle

From: Millonzi@sog.unc.edu <clerks@listserv.unc.edu>
Sent: Thursday, November 3, 2022 8:32 AM
To: City and County Clerks
Subject: [clerks] Essentials of County Government for Newly Elected Commissioners 2022-2023: Save the Date

Essentials of County Government

The North Carolina Association of County Commissioners and the School of Government are again partnering to offer newly elected commissioners a crash course on the essentials of county government. This program, designed to help county commissioners successfully transition from campaigning to governing, will introduce the basic functions of county government and the role of the governing board. It will also cover the 2-hour mandated ethics training for county commissioners. The program is targeted to newly elected commissioners, but incumbent commissioners, manager, clerks, attorneys, and others are welcome to attend, too.

Registration will soon be available for three offerings – two in-person and one online:

- December 15-16, 2022, in Asheville, NC (8 a.m. – 5 p.m. on Thursday and Friday)
- January 12-13, 2023, in Durham, NC (8 a.m. – 5 p.m. on Thursday and Friday)
- January 18-20, 2023, online (8 a.m. – 1 p.m., Wednesday through Friday)
-

[Click here](#) for more information on the course and to sign up to receive notification when registration opens.

Please share this information with both newly elected and incumbent county commissioners!

You currently are subscribed to **clerks**.

To unsubscribe send email to **listserv@unc.edu** with the

Subject Line: **unsubscribe clerks** .

Other inquiries on list issues can be sent to **listmgr@sog.unc.edu**.



Essentials of County Government

- **Asheville, NC**

- *Click here to sign up to receive a notification when registration becomes available for this offering*
December 15 - 16, 2022

- **Durham, NC**

- *Click here to sign up to receive a notification when registration becomes available for this offering*
January 12 - 13, 2023

- **Online**

- *Click here to sign up to receive a notification when registration becomes available for this offering*
January 18 - 20, 2023

Newly-elected County Commissioners

Congratulations on your successful election as a county commissioner! The UNC-Chapel Hill School of Government and the North Carolina Association of County Commissioners have partnered to offer you a crash course on the essentials of county government. In this course, we will introduce newly-elected commissioners to the basic functions of county government and the role of the governing board. In short, we are here to help you successfully transition from campaigning to governing.

What to Expect

In person: The program will run approx. 8am-5pm on Thursday-Friday

Online: The program will run approx. 8am-1pm on Wednesday-Friday

County Government: Roles and Responsibilities. Watch a lively mock board meeting to learn the dos and don'ts of working as a board and transacting business in the public spotlight. Through a series of interactive activities, participants also learn about the roles and responsibilities of the board and individual board members and explore the board's relationship to professional staff. Participants have the opportunity to build essential communication and relationship-building skills to help you interact more effectively within county government and with the legislature, your constituents, and the media.

Finances, Budgets, and Fiduciary Duty. What are the top-ten financial management principles every county commissioner should know? What are county funding requirements? What should you expect from your first budget process? How does a board carry out its fiduciary duties? Participants have the opportunity to engage in small group discussions and learn how to approach and respond to common financial issues.

Ethics, Conflicts of Interest, and Open Government. Finally, the course will focus on important limitations on board members and their legal and ethical responsibilities. Commissioners explore public records and open meetings requirements and learn practical techniques to operate effectively in an open government environment. Commissioners also participate in the statutorily-required 2-hour ethics training.

LEAD FACULTY



[Kara A. Millonzi](#)

Robert W. Bradshaw Jr. Distinguished Professor of Public Law and Government

millonzi@sog.unc.edu



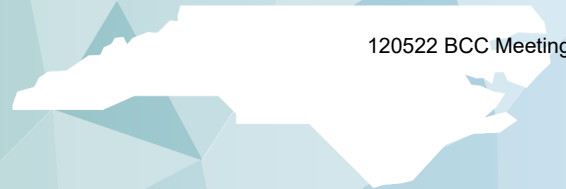
[Patrice Roesler](#)

Manager of Elected Official Programming, Center for Public Leadership and Governance

proesler@sog.unc.edu

Knapp-Sanders Building
Campus Box 3330, UNC Chapel Hill
Chapel Hill, NC 27599-3330

- T: 919 966 5381
- F: 919 962 0654



Session 1: County Government – Roles and Responsibilities

9:00 – 9:20

Welcome and Introduction to the Program

Kevin Leonard, Executive Director, North Carolina Association of County Commissioners

Mike Smith, Dean, UNC Chapel Hill School of Government

Patrice Roesler, Manager of Elected Official Programming, UNC Chapel Hill School of Government

9:20 – 10:15

Mock Board Meeting

10:10 – 10:25

Break

10:25 – 11:00

Mock Board Meeting *Continues*

11:00 – 11:15

Board Relationships

Avril Pinder, Manager, Buncombe County

Neil Emory, Outreach Associate, North Carolina Association of County Commissioners

Kim Nelson, Professor of Public Administration and Government

David Nicholson, Outreach Associate, North Carolina Association of County Commissioners

Carl Stenberg, James E. Holshouser Jr. Distinguished Professor of Public Administration and Government

11:15 – 11:30

Break

11:30 – 12:30

Small Group Discussions – Board Relationships

12:30 – 1:00

Ask the Experts – Breakout Q&A Sessions on Relevant Topics [Optional]



North Carolina
Association of
County Commissioners



SCHOOL OF
GOVERNMENT
Center for Public
Leadership and
Governance



Session 2: Budget, Financial Management, and Fiduciary Duty

9:00 - 9:15

Welcome, Introduction to Session, and Brief Q&A

Kevin Leonard

Mike Smith

Jason King, Director of Education and Conferences, North Carolina Association of County Commissioners

9:15 - 9:55

The First Budget Cycle

Jason King

David Nicholson

Kara Millonzi, Robert W. Bradshaw Jr. Distinguished Professor of Public Law and Government

Paige Worsham, Associate General Counsel, North Carolina Association of County Commissioners

9:55 – 10:00

Break

10:10 - 11:00

Fiduciary Duty and Internal Controls

Kara Millonzi

David Nicholson

11:00 - 11:15

Break

11:15 - 12:00

Using Financial Statements to Understand Fiscal Stress or Strength

Bill Rivenbark, Professor of Public Administration and Government, MPA Program Director, UNC Chapel Hill School of Government

Greg Allison, Teaching Professor, UNC Chapel Hill School of Government

12:00 – 12:30

Ask the Experts – Breakout Q&A Sessions on Relevant Topics [Optional]



North Carolina
Association of
County Commissioners



SCHOOL OF
GOVERNMENT
Center for Public
Leadership and
Governance



Session 3: Ethics, Conflicts, and Open Government

9:00-9:15

Welcome, Introduction to Session, and Brief Q&A

Kevin Leonard

Mike Smith

Mary Judge, Marketing and Demand Generation Manager, UNC Chapel Hill School of Government

Sara Mogilski, Chief Operations Officer, North Carolina Association of County Commissioners

9:15-10:00

Open Meetings & Public Records

Amy Bason, Deputy Director and General Counsel, North Carolina Association of County Commissioners
Frayda Bluestein

10:00-10:15

Break

10:15-11:15

Ethics

Amy Bason

Frayda Bluestein

Connor Crews, Assistant Professor of Public Law and Government, UNC Chapel Hill School of Government

11:15-11:30

Break

11:30 – 12:30

Ethics continues

12:30 – 1:00

Ask the Experts – Breakout Q&A Sessions on Relevant Topics [Optional]



North Carolina
Association of
County Commissioners



SCHOOL OF
GOVERNMENT
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Leadership and
Governance

AGENDA ITEM 10:

PUBLIC COMMENT

AGENDA ITEM 11:

BREAK

AGENDA ITEM 12:

CLOSED SESSION

Attorney/Client Matters – G. S. 143-318.11(a)(3)
Land Acquisition – G. S. 143-318.11(a)(5)(i)