

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

**TUESDAY, OCTOBER 21, 2014
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: October 7, 2014, Regular Meeting October 7, 2014, Special Meeting		1
	3	APPROVAL OF THE OCTOBER 21, 2014, AGENDA		11
5:35	4	WATAUGA COUNTY DRUG TREATMENT COURT PROGRAM FUNDING REQUEST	MS. MELISSA JOHNSON	13
5:40	5	MISCELLANEOUS ADMINISTRATIVE MATTERS	MR. DERON GEOUQUE	
		A. Career and Technical Education (CTE) Project House First Right of Refusal		25
		B. Recommended Contract Awards for Employee Medical, Dental, and Life Insurance		27
		C. Proposed Amendments to the Watauga County Budget Ordinance		29
		D. November Meeting Schedule		31
		E. Boards & Commissions		33
		F. Announcements		37
6:00	6	PUBLIC HEARING TO ALLOW CITIZEN COMMENT REGARDING A CITIZEN'S REQUEST TO THE UNITED STATES POSTAL SERVICE FOR A RESIDENTIAL ZIP CODE CHANGE	CHAIRMAN MILLER	41
6:05	7	PUBLIC COMMENT		55
7:05	8	BREAK		55
7:10	9	CLOSED SESSION Attorney/Client Matters, per G. S. 143-318.11(a)(3)		55
7:30	10	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

October 7, 2014, Regular Meeting

October 7, 2014, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 7, 2014**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, October 7, 2014, at 8:30 A.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

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

Chairman Miller called the meeting to order at 8:32 A.M.

Commissioner Blust opened the meeting with a prayer and Commissioner Yates led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Miller called for additions and/or corrections to the September 16, 2014, regular meeting and the September 16, 2014, closed session minutes.

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the September 16, 2014, regular meeting minutes as presented.

VOTE: Aye-5
Nay-0

Vice-Chairman Blust mentioned the below corrections (deletions in strikethrough and additions in bold) to the following motion in the closed session minutes:

Commissioner Yates, seconded by Commissioner Welch, moved to resume the open meeting at 7:47 P.M.

VOTE: Aye-54(**Miller, Kennedy, Welch, Yates**)
Nay-0
Absent-1(Blust)

[Clerk's Note: Chairman Miller's copy of the draft closed session minutes included a redaction of the portion of the minutes in which he was recused from the meeting due to a conflict of interest.]

Commissioner Yates, seconded by Commissioner Kennedy, moved to approve the September 16, 2014, closed session minutes as amended.

VOTE: Aye-5
Nay-0

APPROVAL OF AGENDA

Chairman Miller called for additions and/or corrections to the October 7, 2014, agenda.

County Manager Geouque requested the correction of the following typo: Mr. Chris Turner, AppalCART Director, would be the presenter for Item # 9 rather than Mr. Joe Furman.

Commissioner Kennedy, seconded by Commissioner Yates, moved to approve the October 7, 2014, agenda as corrected.

VOTE: Aye-5
Nay-0

PRESENTATION OF SHINING STARS AWARD

Chairman Miller presented Ms. JoAnn Townsend, Watauga County Register of Deeds, with the Shining Stars Award which is awarded to a Register of Deeds who performed above and beyond their normal duties. Ms. Townsend was selected from among the North Carolina districts.

BOARD OF EDUCATION'S REQUEST FOR LOTTERY AND ADM FUNDS

Ms. Ly Marze, Watauga County Schools Director of Finance, presented a request for approval of the following Education Lottery Fund applications:

- Upgrade electrical service available at schools due to increased demands and needs in the amount of \$240,750 with the project estimated to begin in June 2015 and be completed by August 2015.
- Upgrade lighting in the gyms at Green Valley, Mabel, Bethel, and Blowing Rock Schools for energy conservation and improved lighting with LEDs in the amount of \$40,000 with the project estimated to begin in December 2014 and be completed by January 2015.
- Partial roof replacement at Parkway School in the amount of \$72,000 with the project estimated to begin in June 2015 and be completed in August 2015.
- Installation of a new drop ceiling at Blowing Rock School to provide better acoustics in the amount of \$10,000 with the project estimated to begin in January 2015 and be completed by February 2015.
- Continued replacement of old carpet and floor tiles at Mabel, Valle Crucis, Green Valley, and Hardin Park Schools in the amount of \$40,000 with the project estimated to begin in November 2014 and be completed in June 2015.
- Cafeteria upgrades at Cove Creek and Blowing Rock Schools in the amount of \$15,000 with the project estimated to begin in October 2014 and be completed in June 2015.

Ms. Marze also presented a request for approval of an application for ADM funds in the amount of \$300,000 for district wide technology to update wireless access points, phone system upgrades, and projector replacements in all schools. The project was estimated to begin in October 2014 and be completed in June 2015.

The total amount of funds requested is \$717,750.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the submission of the Educational Lottery Fund and ADM applications as presented.

VOTE: Aye-5
Nay-0

SHERIFF'S OFFICE OUT-OF-STATE TRAVEL REQUEST

County Manager Geouque stated that Captain Kelly Redmon had requested out-of-state travel for Detective Gragg to attend a fire and arson investigation training course in Greenville, South Carolina. The registration for the course is \$295. The County would be responsible for lodging, meals, travel, and personnel time in addition to the registration fee.

The County Manager stated that North Carolina General Statutes task the Fire Marshal's Office with cause and origin of fires. The State Bureau of Investigations is called in when arson is expected or a death occurs. Fire Marshal personnel are currently working on a certification for fire and arsons investigations.

Commissioner Yates, seconded by Vice-Chairman Blust, moved to deny the request and continue with the Fire Marshal's Office investigating arson cases.

VOTE: Aye-5
Nay-0

PROPOSED ADDITIONAL APPROPRIATION OF STATE FUNDS FOR SENIOR CENTERS

Ms. Angie Boitnotte stated that the Project on Aging was eligible to receive an additional \$15,573, in Senior Center funding from the North Carolina General Assembly and the North Carolina Division of Aging. The L.E. Harrill Senior Center was eligible for \$11,680 and the Western Watauga Community Center for \$3,893 of the proposed \$15,573. The amount requires a 25% local match, \$5,191, which is currently in the Agency's existing budget.

Vice-Chairman Blust, seconded by Commissioner Kennedy, moved to accept the additional State funding as presented.

VOTE: Aye-5
Nay-0

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

Tax Administrator Larry Warren presented the Tax Collections Report for the month of September 2014. This report was presented for information only and, therefore, no action was required.

B. Refunds and Releases

Mr. Warren presented the Refunds and Releases Report for September 2014, as well as a report from the new motor vehicle billing system, North Carolina Vehicle Tax System (NCVTS), for Board approval:

TO BE TYPED IN MINUTE BOOK

Commissioner Kennedy, seconded by Commissioner Welch, moved to approve the Refunds and Releases Report for September 2014, as presented.

VOTE: Aye-5
Nay-0

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the North Carolina Vehicle Tax System Refunds and Releases Report for September 2014 as presented.

VOTE: Aye-5
Nay-0

BUDGET AMENDMENTS

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

Account #	Description	Debit	Credit
103300-343305	NC Department of Transportation Grant		\$25,000
104283-457001	Middlefork Greenway Grant	\$25,000	

The amendment recognized a supplemental agreement, as approved at the September 16, 2014, Board Meeting, to the NC DOT grant for the Middlefork Greenway regarding a trail drainage pipe issue. A local match was not required.

Account #	Description	Debit	Credit
103300-343100	NC Ag Development & Farmland Preservation Grant		\$25,000
104960-449903	S/W Equipment Grant	\$28,000	
104950-449901	Cooperative Extension Multi Flora Project		\$3,000

The amendment recognized the award of a grant from NC Agriculture Development & Farmland Preservation Trust Fund, as approved at the September 16, 2014, Board Meeting, to purchase equipment for local farmers to utilize. The 15% match is \$3,000 cash and \$750 in-kind from staff time.

Account #	Description	Debit	Credit
103586-332006	NC Department of Insurance		\$3,051
105550-449901	SHIIP Grant	\$3,051	

The amendment recognized a grant award, as approved at the September 16, 2014, Board Meeting, for the Senior Health Insurance Information Program (SHIIP) to provide assistance and outreach to low-income citizens. There is no County match on these funds.

Account #	Description	Debit	Credit
223991-399101	Fund Balance Appropriation-Federal Equitable Sharing		\$13,580
224310-451000	Capital Outlay-Equipment and Software	\$10,015	
224310-431200	Travel Subsistence	\$565	
224310-439500	Employee Training	\$3,000	

The amendment allocated funds for the MSAB contract for equipment, software and training requested by the Sheriff's Office as approved at the September 16, 2014, Board Meeting.

Account #	Description	Debit	Credit
103839-341100	Donations		\$1,000
104920-463000	EDC	\$1,000	

The amendment recognized a donation from the Watauga Committee of 100 for economic development purposes as approved at the July 8, 2014, Board Meeting.

Account #	Description	Debit	Credit
233991-399101	Fund Balance Appropriation – State Drug Funds		\$2,850
234310-444000	Service Contracts	\$2,850	

The amendment allocated funds for the LeadsOnline contract for pawn shop online data collection system requested by the Sheriff's Office as approved at the July 8, 2014, Board Meeting.

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

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

- A. Golden Leaf Foundation Grant Applications**
- 1. Caldwell Community College and Technical Institution**
 - 2. Appalachian Regional Healthcare System**

County Manager Geouque stated that the Golden Leaf Foundation is accepting Letters of Inquiry for potential funding for the Northwest Prosperity Zone which consists of Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, McDowell, Mitchell, Watauga, Wilkes, and Yancey counties. Each county may submit up to three (3) projects totaling no more than \$1.5 million. A Letter of Inquiry must be endorsed by the County Manager in order for the project to be considered.

The County Manager stated that Caldwell Community College and Technical Institute (CCC&TI) and Appalachian Regional Healthcare System, Inc. (ARHS) submitted Letters of Inquiry for the County's consideration. CCC&TI is requesting \$500,000 to create the Watauga

Culinary Lab. The lab will offer training in culinary arts and hospitality management designed to develop a more versatile workforce with applied technical skills needed for employment in food service and hospitality industries. The estimated cost of the lab is \$600,000. ARHS submitted two (2) Letters of Inquiries in the event the County received less than three (3) projects or requested amounts were less than the \$1.5 million maximum. This being the case, ARHS is requesting \$1 million in funding to build the Chestnut Ridge post-acute facility. The estimated cost of the facility is \$28,873,335.

Commissioner Yates, seconded by Commissioner Welch, moved to approve and authorize the County Manager to sign Caldwell Community College and Technical Institute's Golden LEAF Foundation Letter of Inquiry in the amount of \$500,000 and the Appalachian Regional Healthcare System's Golden LEAF Foundation Letter of Inquiry in the amount of \$1,000,000.

VOTE: Aye-5
Nay-0

B. Boards and Commissions

County Manager Geouque presented the following second readings for Boards and Commissions:

Watauga County Nursing Home Community Advisory Committee

Regional Ombudsman, Laura Jane Ward, has requested that Mr. Tim Racz be considered for appointment to serve on the Watauga County Nursing Home Community Advisory Committee.

Commissioner Yates, seconded by Commissioner Welch, moved to appoint Mr. Tim Racz to serve on the Watauga County Nursing Home Community Advisory Committee.

VOTE: Aye-5
Nay-0

Watauga County Board of Adjustment

The Watauga County Board of Adjustment terms of Mr. Bill Ragan, Mr. Baxter Palmer, and Ms. Diana Mast White expire in November. Mr. Ragan and Mr. Palmer are willing to serve if reappointed. Ms. White is not available to serve in the coming year. A notice requesting volunteers has been placed on the County's website. No applications have been received at this time.

Commissioner Yates, seconded by Commissioner Welch, moved to appoint Mr. Bill Ragan and Mr. Baster Palmer to serve on the Watauga County Board of Adjustments.

VOTE: Aye-5
Nay-0

Valle Crucis Historic Preservation Committee

The Valle Crucis Historic Preservation Committee terms of Ms. Sarah Mast and Dr. Susan Mast will expire in September. Both are willing to continue to serve if reappointed.

Commissioner Yates, seconded by Commissioner Welch, moved to appoint Ms. Sarah Mast and Dr. Susan Mast to serve on the Valle Crucis Historic Preservation Committee.

VOTE: Aye-5
Nay-0

Appalachian Regional Library Board

The Watauga County Library Board recommends that Ms. Ala Sue Moretz be appointed to the Appalachian Regional Library Board to fill a term that expired in August.

Commissioner Yates, seconded by Commissioner Welch, moved to appoint Ms. Ala Sue Moretz to serve on the Appalachian Regional Library Board.

VOTE: Aye-5
Nay-0

C. Announcements

County Manager Geouque announced the following:

- A public hearing is scheduled for October 21, 2014, at 6:00 P.M. to seek public input on a citizen's request to the United States Postal Service for a residential change of zip code.
- A Household Hazardous Waste Day will be held for Watauga County Citizens from 9:00 A.M. until 2:00 P.M. on Saturday, October 25, 2014, at the Watauga County Sanitation Department located on Landfill Road.

PUBLIC COMMENT

Mr. Rob Hudspeth with Appalachian Regional Healthcare Services thanked the Board for the vote of confidence upon approving the Golden LEAF Foundation Letter of Inquiry.

PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON THE PROPOSED RURAL OPERATING ASSISTANCE PROGRAM (ROAP) GRANT FOR FY 2015

Chairman Miller stated that a public hearing was scheduled to allow citizen comment on Watauga County's Rural Operating Assistance Program (ROAP) application. County governments are the only eligible applicants for ROAP funds. All counties must submit an annual application to receive these funds.

Vice-Chairman Blust, seconded by Commissioner Yates, moved to call the public hearing to order at 9:05 A.M.

Mr. Chris Turner, AppalCART Director, reviewed the application.

As there was no citizen comment, Chairman Miller declared the public hearing closed at 9:08 A.M.

Commissioner Kennedy, seconded by Commissioner Welch, moved to authorize the submission of the Rural Operating Assistance Program Grant Application as presented.

VOTE: Aye-5
Nay-0

CLOSED SESSION

At 9:10 A.M., Vice-Chairman Blust, seconded by Commissioner Welch, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-5
Nay-0

Commissioner Welch, seconded by Commissioner Kennedy, moved to resume the open meeting at 9:49 A.M.

VOTE: Aye-5
Nay-0

ADJOURN

Commissioner Welch, seconded by Commissioner Kennedy, moved to adjourn the meeting at 9:49 A.M.

VOTE: Aye-5
Nay-0

Nathan A. Miller, Chairman

ATTEST:

Anita J. Fogle, Clerk to the Board

Blank Page

AGENDA ITEM 3:

APPROVAL OF THE OCTOBER 21, 2014, AGENDA

Blank Page

AGENDA ITEM 4:**WATAUGA COUNTY DRUG TREATMENT COURT PROGRAM FUNDING REQUEST****MANAGER'S COMMENTS:**

Ms. Melissa Johnson, Executive Director of Mediation and Restorative Justice Center, will request the continuation of ABC monies to fund a scaled down version of drug court. In September 2012, the Board accepted a grant from the Office of Justice Programs in the amount of \$91,629 from the Adult Drug Court Discretionary Grant Program. The grant required a match of \$30,543 over the two year period. Funds were allocated from the ABC Bottle Tax that previously went to the now defunct New River Behavioral Healthcare for substance and alcohol abuse. The grant funded the Watauga County Drug Treatment Court Program.

The Center was denied a continuation of that grant, thus significantly reducing the funds available for the drug court program. It is unclear as to how the limited funds from the ABC Bottle Tax will now sustain a drug court and how effective the drug court will be in its current format with the substantial reduction in funds. Ms. Johnson does not detail how the drug court will continue functioning on \$20,000 in lieu of the \$91,629.

The Board has several options. One option is to continue providing the ABC Bottle Tax funds to the Center providing a scaled down version of the drug court program. Second option is to provide the ABC Bottle Tax funds to Daymark Recovery to provide an alcohol and substance abuse treatment program as ~~what~~ was previously done with New River Behavioral Healthcare. Ms. Johnson does indicate that Daymark Recovery is already a partner in the drug court program. Providing the ABC funds to Daymark Recovery also has the potential for them to free up funds for other mental health services for citizens of the county.

Board action is requested.

MEMORANDUM

To: Watauga County Commissioners
From: Melissa G. Johnson
Executive Director, Mediation and Restorative Justice Center
Sub: Watauga Drug Treatment Court Program

Date: October 14, 2014

The Mediation and Restorative Justice Center, Inc. is requesting \$20,000 from the Watauga County Commissioners to continue to operate the Watauga County Drug Treatment Court Program for the 14-15 fiscal year.

Drug Treatment Court is a partnership between the criminal justice system, the treatment community, and the offender. It is a 1-2 year, court-supervised treatment program for non-violent offenders who want help and whose criminal charges are related to substance abuse. The program provides regular drug testing, court attendance, individual and group counseling, and regular attendance at twelve-step meetings.

For the past two years, the Watauga Drug Treatment Court has been funded by a federal BJA Enhancement Grant that was matched with Watauga County local ABC funds. Our request for a follow-on federal grant was denied this month. However, as a result of the BJA grant that has now ended, the following specific enhancements to the Drug Treatment Court were accomplished:

- 1) improved targeting and screening of high risk, high need offenders;
- 2) development of more individualized treatment plans;
- 3) provision of more frequent and more randomized drug testing; and,
- 4) extensive training of the Drug Court Team Members in the 10 key components of effective Drug Treatment Courts.

To be eligible for Drug Treatment Court, the offender must be a resident of Watauga County, be alcohol or substance dependent, be charged with a felony drug charge and/or property crime which is indicative of drug dependency issues, enter the program voluntarily and acknowledge his/her addiction, and meet various criteria determined by the Chief District Court Judges and the District Attorney's office. The Drug Treatment Court Coordinator, Marisa Cornell, and entire Drug Treatment Court Team provide additional guidance regarding acceptance into the program.

Since the Mediation and Restorative Justice Center assumed management of the Program in 2011, we have screened and/or served 97 local citizens with substance abuse problems. Of these, approximately 32 were not appropriate, 26 have graduated,

14 are currently active in the program, 19 have been terminated, 2 have transferred, and 4 are pending entry.

Making a commitment to continue to fund the Watauga Drug Treatment Court will leverage substantial amounts of other funds from the State, and locally on behalf of Watauga County:

- The Administrative Office of the Courts provides court staff (Judges, Clerks) to participate in staffing, conducting Court, and supervising and interacting with participants;
- Probation provides a Drug Court probation officer and provides drug screening;
- Treatment (Daymark Recovery) provides individual and group treatment, subsidizes drug screening costs, and participates in referring and staffing cases;
- TASC (through Partnership for a Drug-Free America) provides Cognitive Behavioral Intervention therapy to participants;
- The State Office of Indigent Defense reimburses the defense attorney who attends staffing and court, and advises participants of their rights;
- The Town of Boone police department contributes officer time to participate in referring and staffing cases;
- DSS provides team members to participate in staffing cases; and,
- Local businesses have donated gift cards, food and other items to help defray the costs of the receptions we hold for Drug Court graduations.

In summary, the State has focused special resources in support of Drug Treatment Courts. Three (3) State Agencies, the Department of Health and Human Services, the Department of Public Safety and the Administrative Office of the Courts have signed a Memorandum of Agreement in support of this evidenced-based model and focused collaboration to reduce crime and help substance-addicted offenders. If Watauga County can keep its Drug Treatment Court operating, it also retains these other substantial resources.

The Watauga Drug Treatment Court continues to be a needed, effective, and comprehensive program to address the substance abuse problem in the County.

Thanks for your consideration of this important request.

Margaret Pierce

From: Deidre.Earp
Sent: Tuesday, October 07, 2014 8:08 AM
To: Margaret Pierce; Melissa Johnson
Subject: FW: Your Grant Application BJA 2014-H0347-NC-DC
Attachments: 2014-H0347-NC-DC.doc

Deidre Earp
Watauga County Finance Department
814 West King Street, Suite 216
Boone, NC 28607
ph: (828) 265-8010
fax: (828) 265-8006
deidre.earp@watgov.org

From: Review, OJPPeer [<mailto:OJPPeerReview@usdoj.gov>]
Sent: Monday, October 06, 2014 9:55 PM
To: Deidre.Earp
Cc: Deidre.Earp; Jeffries, Timothy
Subject: Your Grant Application BJA 2014-H0347-NC-DC

U.S. Department of Justice
Office of Justice Programs
Washington, D.C. 20531

October 06, 2014

Deidre Earp
WATAUGA COUNTY
814 WEST KING STREET, ROOM 216
BOONE, NC

GMS Number: 2014-H0347-NC-DC

Dear Deidre Earp:

The Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA) would like to thank you for your recent grant application in response to BJA's FY 2014 solicitation, **Adult Drug Court Discretionary Grant Program Category 2: Enhancement**. Your proposal received careful consideration, but we regret to inform you that it was not selected for funding.

Of the one hundred twenty five (125) applications that were received under this solicitation, twenty one (21) were selected for funding based on feedback from peer reviewers and other considerations, such as achieving geographic diversity, strategic priorities, past performance, and available funding.

A panel of up to three independent peer reviewers evaluated each application and noted strengths and weaknesses based on the selection criteria identified in the solicitation. In an effort to assist your organization in applying for future funding, enclosed please find a summary of the peer review comments for your application.

These comments are shared with you to help you improve future applications and to assist in identifying potential programmatic gaps identified by the subject-matter expert peer reviewers.

You may notice occasional duplicative or even potentially contradictory comments, which are a result of similar or differing opinions of the reviewers on the panel. As a matter of policy, OJP takes steps to ensure that reviewers are aware of the contradiction and have an opportunity to resolve differences (if affected); however, BJA does not require peer reviewers to agree with others on the panel who may have a differing view. All OJP funding decisions are final, and reviewer comments expressed in the summary are those of the individual reviewers.

We thank you for your interest in BJA's funding opportunities and submitting an application for the **Adult Drug Court Discretionary Grant Program**. We encourage you to visit BJA's web site at www.bja.gov for future funding, training, and technical assistance opportunities. In addition, BJA offers resources and guidance on submitting applications through BJA's Grant Writing and Management Academy, which is available at: <http://bj.ncjrs.gov/gwma/index.html>. If you have any questions, please contact the BJA Justice Information Center at 1-877-927-5657 or via e-mail at JIC@telesishq.com.

Sincerely,

Denise E. O'Donnell
Director
Bureau of Justice Assistance

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

**Watauga County
2014-H0347-NC-DC****Statement of the Problem****STRENGTHS**

- The applicant describes the immediate issues that the enhancement project seeks to address.
- The applicant describes the current operations of the adult drug court (ADC), including referral, screening, assessment, target population, capacity, phase structure, etc.
- The applicant describes the treatment services available for drug court participants, including the use of the Tool for Assessing Statistical Capacity (TASC).
- The applicant discusses the immediate issues that need to be addressed, including methamphetamine and heroin use, which is on the rise in the city.
- The applicant targets a high-risk/high-need (HR/HN) population.
- The length and phases of the program are clearly discussed.
- The applicant clearly explains its inability to fund the program adequately without federal assistance, as related to the elimination of state funding in 2011 for the drug court coordinator position.
- The application adequately describes the current operation of the ADC, addressing all required elements.
- The application thoroughly identifies the treatment services available for drug court participants as intensive outpatient treatment groups.
- The application identifies the specific treatment modalities as the Cognitive Behavioral Therapy (CBT), Motivational Interviewing (MI), Dialectical Behavioral Therapy (DBT), Cognitive Behavioral Intervention (CBI)/Moral Reconciliation Therapy (MRT), individual and family therapy, anger management, and parenting classes.

WEAKNESSES

- The applicant does not discuss the evidence that shows the treatment services are effective for the target population.

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

- The applicant does not provide local data and evaluation findings.
- The applicant does not describe a mechanism that prioritizes court resources for individuals with high criminogenic risk.
- The structure of the court is not fully discussed.
- The application does not include sufficient documentation or description of the four immediate issues that the enhancement project proposes to address in the areas of referral process, drug testing practices, training of drug court team, and program effectiveness data.
- The application does not clearly describe how the proposed treatment services will be monitored for quality and effectiveness.
- The application does not adequately include recent local data and evaluation findings that demonstrate the program's impact on the target population.
- The application does not clearly attach the drug court policies and procedure manual.

Project Design and Implementation

STRENGTHS

- The applicant clearly describes the proposed enhancement and its specific goals and objectives.
- The applicant demonstrates that eligible drug court participants promptly enter the drug court program following a determination of eligibility.
- The applicant describes the process the court will use to ensure procedural fairness.
- The applicant demonstrates how the proposal conforms to the framework of the state's Strategy of Substance Abuse Treatment.
- The applicant states that fees will be waived if they hinder graduation.
- The applicant discusses evidence-based programming, including the CBT, MI, CBI, and MRT. All have been proven to be effective.
- The proposed enhancements are clearly discussed in the application.
- The applicant identifies the validated assessment tool.

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

- The application clearly describes compliance with the Drug Court Discretionary Grant Program authorizing statute regarding participant payments for treatment and restitution.
- The application clearly describes the use of four of the potential seven evidenced-based program principles in the proposed project, including screening and assessment, target population monitoring, relapse prevention, and aftercare and community integration.
- The application clearly identifies the validated assessment tools as the Eligibility Screening Instrument (ESI) and the Substance Abuse Subtle Screening Inventory III (SASSI- III), with the Global Appraisal of Individual Needs-Short Screener (GAIN-SS) being proposed for future use.

WEAKNESSES

- The applicant needs to update its randomized drug testing process.
- The applicant does not state if the sliding scale fee will interfere with the client's rehabilitation.
- The applicant does not state why the specific assessment tool was selected.
- The application does not include sufficient information with regard to participants promptly entering the program following eligibility determination since the applicant does not clearly state the existing and projected time parameters with regard to this process.
- The application does not include sufficient detail with regard to the specific goals and objectives of the proposed enhancements, as there are no separate goals and objectives in the application chart in this area and the time task plan does not clearly identify goals.
- The application does not adequately link the four proposed enhancements to all Key Components of the drug courts since only components 5, 7, 8, 9, and 10 are addressed.
- The application does not adequately describe how the proposed treatment services are responsive to the needs of the target population with regard to substance abuse, mental health, and cognitive-behavioral health.
- The application does not clearly demonstrate how the project conforms to the framework of the state's Strategy of Substance Abuse Treatment.
- The application does not adequately discuss why the specific assessment tools were selected.

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

Capabilities and Competencies**STRENGTHS**

- The applicant identifies many agencies other than team members that are critical to the enhancement project.
- The applicant describes 15 years of experience implementing programs such as this enhancement.
- The applicant identifies the partners who are critical to the enhancement project's successful implementation.
- The application clearly identifies each existing court team member and includes a clear description of his or her roles and responsibilities.
- The application clearly discusses the adequate capability of the applicant and treatment partner with regard to successfully implementing the proposed enhancement, such as appropriate experience with the target population and strong public support.
- The application includes letters of support from team members that clearly include the agreed-on responsibilities.

WEAKNESSES

- The applicant describes the drug court program's proposed treatment providers. The applicant does not provide detailed information on the history of the treatment providers.
- The application does not clearly include a key drug court member in the required researcher/evaluator/management information specialist role.
- The application does not adequately discuss the qualifications of each member of the proposed drug court team, since this area is not clearly discussed in the narrative or included as resumes.
- The application does not clearly identify the role, responsibilities, and qualifications of all nine additional partners seen as critical to the enhancement project's successful implementation.

Evaluation, Aftercare and Healthcare Integration, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

STRENGTHS

- The applicant indicates its willingness and ability to report client-level performance and outcome data to federal funding agencies.
- The applicant describes creative strategies to maintain enhancement efforts after federal assistance ends.
- The applicant provides a client community reintegration strategy.
- The applicant discusses the lack of Medicaid expansion.
- The applicant discusses provisions in case Medicaid is not available.
- The applicant states on page 19 that the director and coordinator will conduct quarterly reviews.
- The applicant proposes to work with town and county law enforcement to identify arrestee percentages and trends relating to the drug court population.
- The application clearly states its willingness and ability to report required data through the Bureau of Justice Assistance's (BJA's) Performance Measurement Tool (PMT) and that this will be a task assigned to the drug court coordinator.
- The application adequately describes the director and coordinator as responsible for the process of the quarterly review of the projected versus the actual number of program participants and includes this task in the time task plan.

WEAKNESSES

- The applicant does not describe the program's screening and referral process and how it mirrors the jurisdiction's substance abuse arrestee percentages.
- The applicant does not describe who will be responsible for the quarterly review of the actual number participants served with grant funds.
- The screening and referral process is not discussed.
- The application does not include sufficient detail with regard to current ability to collect and analyze client-level performance and outcome data and to conduct regular assessments of program service delivery and performance.
- The application does not include sufficient detail with regard to an evaluation plan for assessing specific court operations.

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

- The application does not clearly describe a screening and referral process that will ensure that participating offenders mirror the jurisdiction's substance abuse arrestee percentages.
- The application does not include sufficient detail with regard to aftercare strategies.

Budget**STRENGTHS**

- The applicant provides a proposed multi-year budget that is complete, cost-effective, and allowable.
- The budget reflects the 25 percent match requirement.
- The budget is clear and concise.
- The budget and narrative are presented in one file.
- Both the budget detail worksheets and budget narrative are submitted in one file as required.

WEAKNESSES

- The budget narrative includes costs such as residential treatment that are not clearly discussed in the application narrative.

Overall Summary

- There are weaknesses and strengths presented in the application.
- The application is centered on the use of evidence-based programming.
- Despite the weaknesses presented, the applicant shows the capability of implementing the program as required by the solicitation.
- The applicant is a current recipient of this grant proposing to enhance the existing rural, post-adjudication, adult drug court program to meet unachieved goals from that grant, meet BJA site recommendations, and to enhance general court operations and services.

FY 2014 Adult Drug Court Discretionary Grant Program Category 2: Enhancement

- The application narrative does not include sufficient detail with regard to how these unachieved goals and recommendations will be achieved in the proposed project and, as a result, many sub-criteria are not adequately addressed.

AGENDA ITEM 5:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Career and Technical Education (CTE) Project House First Right of Refusal

MANAGER'S COMMENTS:

The Watauga County Board of Education has declared the Career and Technical Education (CTE) house, built by WHS students, as surplus property and approved the advertisement of sale. The house is a 3 bedroom/2 bathroom single family residence located at 308 Buckeye Estates in Boone and has approximately 1,600 heated square feet with a 1,560 square foot unfinished basement. Prior to offering the house for public auction, the County Commissioners have the right of first refusal.

Board action is required to refuse the offer to purchase the CTE home for \$240,000 or accept the offer.

Blank Page

AGENDA ITEM 5:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****B. Recommended Contract Awards for Employee Medical, Dental, and Life Insurance*****MANAGER'S COMMENTS:**

Renewal rates have been received for medical, dental, and life insurance benefits. The initial renewal received from BCBS for medical insurance was a 12.76% increase. Based on claims information, staff pushed for a lower rate. After additional negotiations, a reduction of 8.04% was obtained for a final rate increase of 4.72%. CIGNA and United Healthcare refused to quote. The County continues to see the benefits of changing from a traditional plan to the HSA model adopted three years ago by the Board. In addition, the utilization of the North Carolina Local Government Employees Federal Credit Union for the health savings account has been very successful. The change has benefited employees by having a local banking relationship and providing more flexibility in managing their account.

In reference to dental and life insurance, the rates remain the same with no increases. Lincoln Financial Group is the provider for both dental and life insurance.

Based on the favorable rates received, staff recommends Blue Cross Blue Shield for the County's medical plan and for the County to fund \$1,000 into each employee's HSA account. In addition, staff recommends continuing with Lincoln Financial Group as the County's provider for dental and life insurance.

Adequate funds have been budgeted to cover the renewal rates.

Blank Page

AGENDA ITEM 5:**MISCELLANEOUS ADMINISTRATIVE MATTERS*****C. Proposed Amendment to the Watauga County Budget Ordinance*****MANAGER'S COMMENTS:**

The County currently charges to dispose of large and small animals, \$25.00 and \$5.00 per animal respectively. The fee was developed when the County previously buried the animals at the landfill. However, that practice has been discontinued and the animals are now disposed of at the transfer station. Staff is recommending changing the flat fee to \$0.025 per pound to reflect the change regardless of the size of the animal. The \$0.025 is the per pound rate the County charges to dispose of trash.

Board action is required to change the fee structure.

MEMO

SANITATION OFFICE

October 6, 2014

To: Deron Geouque, County Manager

From: JV Potter, OSD

Re: Solid Waste Fees- Animal Carcasses

A few years ago, NCDENR requested we close the animal burial site at the landfill due to an issue with not enough space to bury. Considering the Foothills landfill is permitted to accept carcasses in their solid waste, we have since then been transferring the animal carcasses to Foothills in Lenoir. Our Solid Waste Ordinance states the fees as carcasses over 100lbs- \$25.00 and carcasses under 100lbs.- \$5.00. We are requesting a change in the ordinance from the current fee schedule to carcasses- \$49.00 per ton, same as solid waste fees.

Please advise.

AGENDA ITEM 5:

MISCELLANEOUS ADMINISTRATIVE MATTERS

D. November Meeting Schedule

MANAGER'S COMMENTS:

The November 4, 2014, meeting falls on Election Day in which the Board of Elections requires the use of the board room for that day. Historically, November is a month with very few agenda items. The Board may wish to reschedule or cancel the November 4th meeting.

At this time, staff would recommend canceling the November 4, 2014 meeting due to the Board of Elections requiring the use of the Board room. The November 18, 2014, meeting would be adequate to address County business.

Blank Page

AGENDA ITEM 5:**MISCELLANEOUS ADMINISTRATIVE MATTERS***E. Boards and Commissions***MANAGER'S COMMENTS:***Watauga County Board of Adjustment*

At the October 7, 2014, Board meeting Mr. Bill Ragan and Mr. Baxter Palmer were reappointed to the Watauga County Board of Adjustment. Ms. Diana Mast White's term expires in November and she is not available to serve in the coming year. A notice requesting volunteers has been placed on the County's website. No applications have been received at this time.

Appalachian Regional Library Board

The Watauga County Library Board recommends that Dr. Mary Reichel be appointed to the Watauga County Library Board to replace Ms. Diane Sides, who resigned effective August, 2014. If appointed, her term would end in August of 2018 and she would be eligible for a second term at that time. This is a first reading and, therefore, no action is required at this time.



September 25, 2014

Mr. Nathan Miller, Chair
Watauga County Board of Commissioners
Administrative Building, Suite 205
814 West King Street
Boone, NC 28607

Dear Mr. Miller:

At the regular meeting of the Watauga County Library Board on September 4th, 2014, board members voted unanimously to recommend to Watauga County Commissioners that Dr. Mary Reichel be appointed to the Watauga County Library Board to replace Diane Sides, who resigned effective August, 2014. Her term would end in August of 2018, and she would be eligible for a second one at that time.

Dr. Mary Reichel was the Dean at Appalachian State University's Belk Library from 2012-2013 and was the University Librarian there for 20 years beforehand. We are very happy that she is willing to serve on the library board in this capacity.

Please approve the recommendation of the library board, and notify Dr. Reichel and me of this appointment. Thanks to you and all of the commissioners for your continued support of our library. Dr. Reichel resides at 421 Fairfield Lane, Blowing Rock, NC 28605.

Sincerely,

Kathy Idol
Watauga County Library Board Chair

cc: Monica Caruso
Watauga County Librarian

Jane Blackburn
Regional Director of Appalachian Regional Libraries

Volunteer Application
Watauga County Boards And Commissions

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

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

Name: Mary L. Reichel
Home Address: 421 Fairfield Lane
City: Blowing Rock Zip: 28605
Telephone: (H) 828-295-7543 (W) 828-262-2643 (Fax) 828-262-3034
Email: reichelml@appstate.edu
Place of Employment: Appalachian State University
Job Title: Special Assistant to the Provost

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

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

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

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

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

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

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

1.
2.
3.

Volunteer Application
Watauga County Boards And Commissions
(Continued)

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

Work
Experience:

University Librarian, Appalachian State University, 1992-2012 (Dean of Libraries 2012-13). Library Administrator for ASU's libraries.
Prior Experience:
Assistant University Librarian, University of Arizona, 1986-1992.
Head of Reference, Georgia State University, 1980-1986.
Also held librarian positions at the University of Buffalo, the University of Nebraska at Omaha, and Elizabeth, N.J. Public Library.

Volunteer
Experience:

Active in the American Library Association (ALA) for thirty years.
Member of the ALA Council, its governing body, 1990-1994.
Member of ALA Professional Ethics committee for two years.
President of ALA's Association of College and Research Libraries (ACRL), 2001-2002.

Other
Experience:

High Country United Way Board, 2006-2014
Many Appalachian State University committees, including co-chairing the campus State Employees Combined Campaign for three years.

Other
Comments:



Signature: _____

Date: 9/25/14

AGENDA ITEM 5:

MISCELLANEOUS ADMINISTRATIVE MATTERS

F. Announcements

MANAGER’S COMMENTS:

A Ribbon Cutting Ceremony will be held for the latest section of the Middle Fork Greenway on Wednesday, October 22, 2014, from 3:30 – 5:30 P.M. in front of Mystery Hill.

Watauga County Soil and Water will hold a workshop entitled “Farm Transition: Planning for the Next Generation” on October 23, 2014, from 8:00 A.M. to 2:00 P.M. at Cooperative Extension.

A Household Hazardous Waste Day will be held for Watauga County Citizens from 9:00 A.M. until 2:00 P.M. on Saturday, October 25, 2014, at the Watauga County Sanitation Department located on Landfill Road.

The Annual County Christmas Luncheon, scheduled on Tuesday, December 9, 2014, will be held at Dan’l Boone Inn from 11:45 A.M. to 2:00 P.M.

Middle Fork Greenway Ribbon Cutting - 10/22/14

[View this email in your browser](#)

Join us on us on Wednesday, October 22 at 3:30 p.m. to celebrate the latest section of the Middle Fork Greenway. The ribbon cutting will take place in front of Mystery Hill at 4:00 p.m. Park at Tweetsie and follow the Greenway to the celebration!



Come Celebrate!

Ribbon cutting for the latest section of the Middle Fork Greenway

Wednesday, October 22

3:30 to 5:30

Park at Tweetsie and walk on the greenway to the ribbon cutting at Mystery Hill



Rain date: Saturday, November 8 from 2:00 to 4:00. If weather is questionable, check middleforkgreenway.org or blueridgeconservancy.org the day of the event.

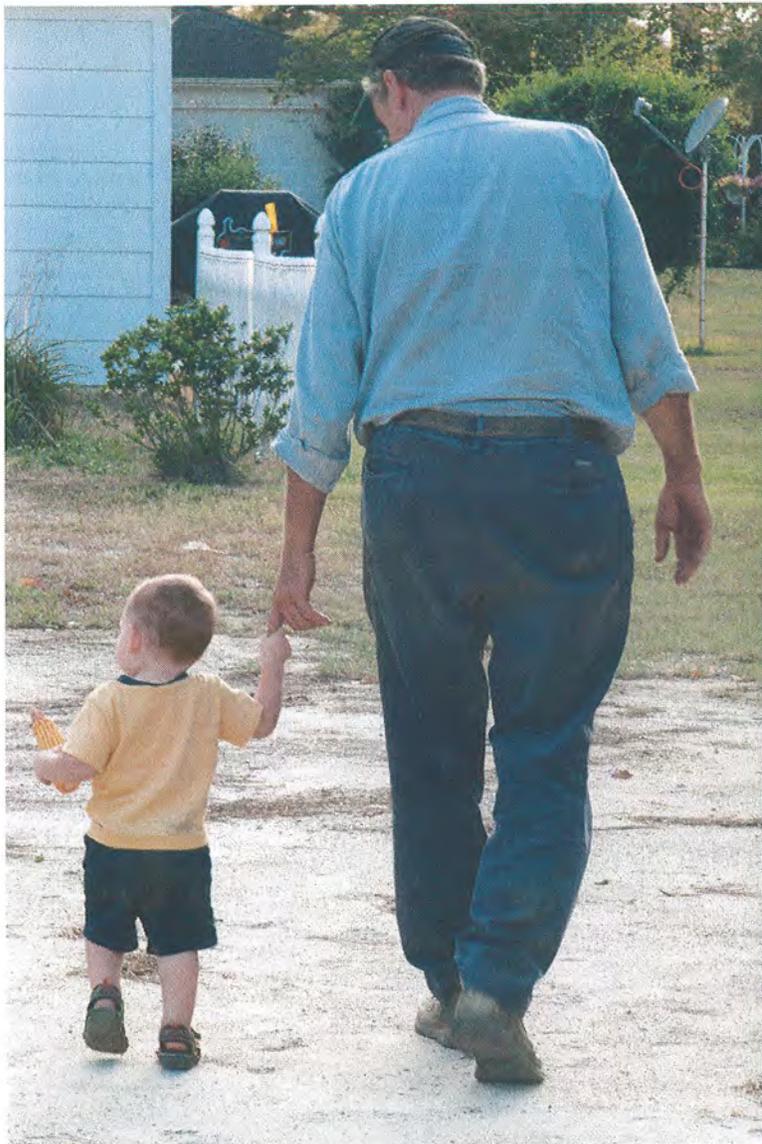
Middle Fork Greenway Ribbon Cutting - 10/22/14, 3:30-5:30

FARM TRANSITION: PLANNING FOR THE NEXT GENERATION

October 23, 2014

Watauga County Center • NC Cooperative Extension • 252 Poplar Grove Road, Boone, NC 28607

Parking and entrance are at the rear of the building



AGENDA

8:00 AM: **Registration Begins**

8:30 AM: **Welcome/Housekeeping**

Estate Planning: A Step-by-Step Approach
Dr. Sandy Maddox, University of Mount Olive

Taxes: How Will They Affect Your Farm Transition Plans?
Guido Van Der Hoeven, NC State University

Probate: The Process of Administering an Estate
Diane Deal, Clerk of Superior Court, Watauga County

Break

Keeping Your Farm In Production: Farm Transition Scenarios
Andrew Branan, Attorney, Branan Law Firm

Leasing Your Property: Issues to Consider
Brian Chatham, Watauga County Soil & Water

Lunch: Recognition of Sponsors

Farm and Forestland: Maintaining Present Use Value Taxation
Brian Chatham, Watauga County Soil & Water

Should You Consider an Agricultural Conservation Easement?
Kelly Coffey, Watauga Co. Farmland Preservation
Advisory Board

Timber Taxes Planning: Taxes for Working Forests & Tree Farms
Mark Megalos, NC State University

2:00 PM: **Evaluations and Adjourn**

Registration is \$10 for 1st family member; \$5 for each additional family member. Registration includes meal and 1 workbook per family. **Registration is required as seating is limited.**

Call Janie Poe, Watauga Soil and Water, at 828-264-0842 to register by October 10, 2014 or for additional details. Registration is payable to Watauga County.

Thanks to our sponsors Carolina Farm Credit and Watauga County Farm Bureau



WWW.UMOAG.COM

**HOUSEHOLD HAZARDOUS WASTE COLLECTION DAY
TO BE HELD SATURDAY, OCT. 25th 2014**

Many items normally used around the house such as paint, cleaners, motor oil and pesticides are considered hazardous waste and could pose a serious threat to your family's health and/or the environment. To know whether a product is hazardous, read the label. If you see words like "danger," "warning," "caution," or "poison," these materials are hazardous and cannot go into the trash, washed down storm drains or household drains.

The Watauga County Sanitation Department will host a Household Hazardous Waste Collection Day on **Saturday, Oct. 25th from 9 a.m. to 2 p.m.** to provide **residents** a safe, convenient and environmentally responsible way to dispose of their household hazardous waste.

No commercial waste will be accepted.

In order to ensure a safe collection of these materials:

- Please stay in your vehicle during the entire collection. This is for your safety and is required by our disposal contractor's permit. We will take care of everything, so just sit back and relax.
- Bring your waste in their original containers whenever possible. Please make sure all containers are closed. It is dangerous to transport open containers.
- Do not mix different products.
- Collect your waste containers in disposable boxes or bins, which should be transported in your trunk. Do not put your HHW in the backseat with your children or pets.
- No smoking in your car--most HHW are flammable.

**WHEN: Saturday, Oct. 25, 2014
9:00 a.m. — 2:00 p.m.**

**WHERE: Watauga County Landfill
336 Landfill Road**

WHAT:	Paint	Solid and Liquid Pesticides
	Household Batteries	Oxidizers
	NiCad Batteries	Used Oils
	Lead Acid Batteries (Car Type)	Household Cleaners
	Antifreeze, Ethylene	Fluorescent Lights
	Gasoline, Lighter Fluid	

HHWD is sponsored by the Watauga County Sanitation Department, the Watauga County Cooperative Extension Service and the North Carolina Department of Agriculture with special thanks to the Watauga County Maintenance Department and the Town of Boone for their support during collection. Please call 828-264-5305 for more information about HHWD.

Heather S. Bowen
Recycling Coordinator
Watauga County, NC
828-264-5305

AGENDA ITEM 6:

PUBLIC HEARING TO ALLOW CITIZEN COMMENT ON A CITIZEN’S REQUEST TO THE UNITED STATES POSTAL SERVICE FOR A RESIDENTIAL ZIP CODE CHANGE

MANAGER’S COMMENTS:

A public hearing has been scheduled to allow citizen comment on changing the zip code for the “Sampson Area” from 28645 (Lenoir, NC) to 28607 (Boone, NC). Upon completion of the public hearing, the Board may adopt the attached resolution, adopt the resolution with modifications, not approve the resolution, schedule a work session, or provide additional direction to staff.

Board action is requested.

PUBLIC SERVICE ANNOUNCEMENT

THE WATAUGA COUNTY BOARD OF COMMISSIONERS WILL HOLD A PUBLIC HEARING AT 6:00 P.M. ON TUESDAY, OCTOBER 21, 2014, IN THE COMMISSIONERS' BOARD ROOM IN THE WATAUGA COUNTY ADMINISTRATION BUILDING LOCATED AT 814 WEST KING STREET, BOONE, NORTH CAROLINA. THE PURPOSE OF THE HEARING SHALL BE TO ALLOW CITIZEN COMMENT REGARDING A CITIZEN REQUEST TO THE UNITED STATES POSTAL SERVICE FOR A RESIDENTIAL CHANGE OF ZIP CODE. INTERESTED PARTIES ARE ENCOURAGED TO ATTEND. FOR INFORMATION OR QUESTIONS, PLEASE CALL (828) 265-8000.

NATHAN A. MILLER
CHAIRMAN
WATAUGA COUNTY BOARD OF COMMISSIONERS

COUNTY OF WATAUGA

DRAFT

STATE OF NORTH CAROLINA

RESOLUTION SUPPORTING THE POSTAL ZIP CODE CHANGE FOR THE "SAMPSON AREA" FROM 28645 (LENOIR, NC) TO 28607 (BOONE, NC)

WHEREAS, the "Sampson Area" zip code is 28645 which is a Lenoir zip code in Caldwell County; and

WHEREAS, the County has received a request from citizens in the "Sampson Area" to change the zip code from 28645 (Lenoir, NC) to 28607 (Boone, NC); and

WHEREAS, based on an analysis by the group, the affected area comprises approximately 375 properties in Watauga County that are currently assigned to the 28645 zip code although only 81 actually have homes on them; and

WHEREAS, approximately 35 to 40 of the 81 homes are occupied by "permanent" residents who would potentially receive their mail from the Boone Post Office if such delivery were to be provided; and

WHEREAS, a public meeting was held by the group in September of 2014 requesting input on changing the zip code from 28645 (Lenoir, NC) to 28607 (Boone, NC) with no one opposed to the change; and

WHEREAS, the Watauga County Board of Commissioners held a public hearing to seek input from the citizens of the "Sampson Area" on changing the zip code from 28645 (Lenoir, NC) to 28607 (Boone, NC) with no one in attendance opposed to the requested change.

NOW THEREFORE, BE IT RESOLVED that the Watauga County Board of Commissioners support and hereby requests the United States Postal Service to change the zip code for the "Sampson Area" from 28645 (Lenoir, NC) to 28607 (Boone, NC) as detailed by the attached map.

ADOPTED by the Watauga County Board of Commissioners on this, the 21st day of October, 2014.

Nathan Miller, Chairman

ATTEST: _____
Anita J. Fogle
Clerk to the Board

(SEAL)

ZIP CODE BOUNDARY REVIEW PROCESS

November 1998

GENERAL POLICY

The ZIP Code system was created and designed to provide an efficient postal distribution and delivery network. ZIP Code assignments are, therefore, closely linked to factors such as mail volume, delivery area size, geographic location, and topography, but not necessarily to municipal or perceived community boundaries. The general stability of boundaries is essential to prompt and accurate distribution of mail. However, delivery growth and changing demographics can necessitate adjustments to ZIP Code boundaries in order to achieve Postal Service objectives.

While the Postal Service must be guided by concerns for service and efficiency, it does appreciate the identity and addressing concerns of local communities. Therefore, municipal requests to modify authorized last lines of address and/or ZIP Code boundaries in order to provide municipal identity, especially in undeveloped areas, will be considered and every reasonable effort will be made to accommodate them.

A community group may also request an adjustment to a ZIP Code boundary, as outlined in this policy. The requested boundary should be consistent with the actual municipal boundary and identity of the affected area. Documented endorsement of the request by the local government is strongly recommended. This will help to ensure that the non-postal interests of all customers are represented fairly and are in concert with long-term municipal planning.

Requests to amend postal ZIP Code boundaries must receive careful, thorough and balanced evaluations. The unique situations pertinent to each ZIP Code boundary must be considered. Administrative solutions that do not adversely affect postal operations should be pursued to the maximum extent practicable. Realignment of a ZIP Code boundary should be considered only where there are no viable administrative solutions and no unreasonable impacts to postal operations.

RESPONSIBILITIES

PROPONENTS (Municipalities and community groups):

Submit the specific change(s) desired, with any rationale and justification, in writing to the District Manager who would be responsible for the affected territory if the change were approved. If the request is later denied, the decision may be appealed, unless denial was based on a negative customer response to a survey conducted in accordance with this process. The basis of consideration of an appeal will be limited to whether or not reasonable accommodation was made by local postal managers. Appeals must be made within **forty-five days** of the issuance of the District Manager's final decision and submitted to:

MANAGER, DELIVERY
U.S. POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 7142
WASHINGTON, DC 20260-2802

LOCAL POSTMASTERS:

If requests are received locally, forward them to the district for appropriate consideration. Provide background and operational information pertinent to the evaluation of the request.

DISTRICT MANAGERS:

Operations Programs Support will normally process all requests concerning addressing and ZIP Code boundaries. On receipt of a request, notify affected postmasters, obtain background material and:

- Identify all issues (see Attachment A)
- Identify potential administrative solutions (see Attachment B)
- Determine specific impacts and the operational feasibility of the request
- Quantify impacts (use Attachment C)
- Provide detailed supporting documentation
- Review findings with the affected postmasters
- Meet with the proponent to discuss the issues, impacts, and potential alternatives. If partial accommodation is feasible, the proponent may wish to amend the request.
- Prepare a recommendation

A final determination should be provided within **sixty days** of receipt of the request. However, depending on the magnitude of potential changes and/or the number of pending requests, some extension or prioritization may be necessary. If a determination is not expected within sixty days, notify the proponent of the estimated completion date.

The District Manager will make a decision to authorize alternative solutions, and/or to grant or deny any realignment. If the proposal is denied, the District Manager must advise the proponent in writing, giving the specific reasons for denial. The response must be based on the results of the analysis and must advise the proponent of the appeal process.

If accommodation is being considered, advise the affected postmaster(s) and arrange a joint meeting with the proponent to discuss the proposed accommodation. If agreement is reached, proceed with the customer survey element of the process.

VICE PRESIDENT, AREA OPERATIONS

The Vice President, Area Operations must review all cases that are appealed; validate the data used to support the decision; ensure that a thorough and reasonable evaluation was conducted; and provide a written decision to the Headquarters Manager, Delivery.

HEADQUARTERS:

The Manager, Delivery administers the ZIP Code Boundary Review Process.

A proponent whose request has been denied as a result of this process may appeal that decision to the Manager, Delivery, except where a potential accommodation was agreed to, but was not implemented due to a negative customer survey response.

On receipt of an appeal, Headquarters will obtain the case file from the District. The basis of consideration will be limited to whether or not reasonable accommodation was provided. Generally, a decision will be provided within sixty days.

CUSTOMER SUPPORT AND SURVEYS

Reviews should be conducted with the assumption that the proponent is fairly and accurately representing customer preferences. If previous surveys or feedback contradict this, they can be noted, but they are not a suitable basis for denial of a request.

The Postal Service will not conduct surveys before a potential accommodation is identified and agreed upon. This prevents inappropriate concern or speculation about a change that might not be feasible.

If a potential accommodation is agreed upon, customer support is then confirmed via a survey. Prior to the actual survey, some municipalities may opt to hold public hearings in order to explain their concerns and rationale to the affected customers. This is the responsibility of the municipality, however a postal representative should be available to answer any postal questions that arise.

The criteria for evaluation of the survey responses are set in advance of the survey's distribution. A simple majority **of the survey respondents** is adequate for approval, unless more stringent criteria are mutually agreeable.

The survey will be sent to all customers affected by the proposed change and:

- State that the Postal Service has received a request and identify the proponent.
- State the specific change being considered, and the rationale for it.
- Identify known customer impacts (e.g., changes in last line of address, assignment to a different post office, changes in availability of left-notice mail, etc.).
- Request a response: agree or disagree, and any comments.
- Explain that the change will be implemented if the majority of survey respondents support it.

A sample survey is provided in Attachment D.

SUBSEQUENT MUNICIPAL REQUESTS

The ZIP Code Boundary Review Process emphasizes comprehensive, long-term planning by both municipal and postal managers. This helps to avoid frequent, disruptive changes in response to strip annexation or other actions.

To encourage this approach and help to ensure stability in the ZIP Code network, facility planning and postal operations, once a request to match a municipal boundary has been accommodated, additional requests to amend that boundary will not be considered more frequently than once every ten years.

ZIP CODE BOUNDARY REVIEW PROCESS

ATTACHMENT A

IDENTIFYING INTERNAL AND EXTERNAL ISSUES

This includes, but is not limited to, the following items.

Does the requested boundary represent a formally-established municipal boundary; or is it based on subjective perceptions? Note: Boundaries designating school districts, voting precincts, telephone service areas and similar territorial assignments are not, in themselves, appropriate for consideration.

Are the proposed boundaries cohesive and manageable, or will isolated pockets of deliveries be created? Will split sector-segments or block faces result?

Will the requested boundaries create duplicate street addresses within a ZIP Code? (Do not consider suffixes and pre- and post-directionals to be distinguishing features.)

Can the requested boundary be accessed efficiently, or is access restricted by man-made or natural barriers?

Will the affected deliveries be served from a different station or branch of the same post office, or by a different post office?

Can the gaining facility physically accommodate the change? Are new or upgraded facilities planned within the affected area?

Will the potentially-transferred deliveries be served by the same form of delivery service in the gaining office (e.g., city, rural or highway contract route delivery)?

Are there potential impacts to customer satisfaction, such as changes in parking availability, time of delivery to businesses, or locations and distances to travel for left-notice mail?

If other municipalities will be affected, what is their position regarding the change?

Will future annexation efforts generate ongoing requests for change in the affected area? If so, approximately how many deliveries would be involved?

ZIP CODE BOUNDARY REVIEW PROCESS

ATTACHMENT B

IDENTIFYING POTENTIAL ADMINISTRATIVE SOLUTIONS

Opportunities will vary by locale, but could include:

Use of municipal name in the mailing address (when the municipality is served by a single post office (including its stations and branches) and there is no duplicate name within the state).

Use of the intermediate office concept in rural delivery areas.

Long-term strategies to adjust ZIP Code boundaries in undeveloped areas.

ZIP CODE BOUNDARY REVIEW PROCESS

ATTACHMENT C

QUANTIFYING IMPACTS & ESTIMATING COSTS

The following material is provided as a general guide to quantifying the impacts of a potential ZIP Code boundary change in response to a municipal request. Because each boundary situation is unique, some significant impacts may not be reflected in this outline and should be added locally. Conversely, some aspects of a proposal may not generate any measurable costs or savings.

Identify changes in the method of distribution, if any, that would result if the requested boundary were adopted. Consider automated, mechanized and manual operations, including equipment needs and workload shifts, at mail distribution points and the associate offices involved.

For carrier operations, identify the number of deliveries and routes involved, specific changes in office and street duties that would result, and whether or not route inspections, mail counts and adjustments would be required. Identify the net impacts of the request, and identify any additional delivery equipment required to support the proposal (e.g., cases and vehicles), or excess equipment that would become available.

Determine specific abolishment, reassignment and posting requirements for each affected position (clerical, delivery, support and administrative) and its assigned employee, in accordance with the appropriate national and local agreements.

Methodology

Unless otherwise specified, use District cost and productivity data as of the immediately preceding Accounting Period, excluding periods 3, 9, 10, 11, and 12. Use the National Payroll Hours Summary Report to determine work hour rates, including benefits. Attach supporting documentation.

Misdirected Mail

The cost of handling misdirected mail is not itemized below, but it is a critical element. Mail that is undeliverable due to Postal Service adjustments, as is the case for ZIP Code boundary changes, is not processed through the Computerized Forwarding System, although the changes themselves are made available to mailers through Address Information System data files.

Instead, mail that cannot be immediately captured through double-labeling of automated, mechanized and manual equipment must be re-handled. Depending on the specific situation, the types and amounts of misdirected mail that will incur a rehandling expense may vary dramatically.

For example, adjustments of territory involving two cities processed by a single Processing and Distribution Center (P&DC) should generate less misdirected mail than

adjustments involving more than one P&DC. The degree to which distribution is automated or mechanized, readability rates and the processing of Standard A and Standard B mail may be factors. Local experience with other ZIP Code changes may provide an historical estimate of increased misdirected volume relative to the number of affected deliveries. Each District must evaluate potential factors carefully and arrive at its own cost estimates for rehandling of misdirected mail.

Estimating Postal Costs: "One-Time" Costs

1. Address Management: Data Revision and Mapping, hours x rate.
2. Engineering & Technical Support: Programming hours x rate for LDC.

Engineering & Technical Support: Revised Facility/Floor Plans
Hours x rate for LDC.

3. Facility Costs: Design
Provide estimate only if significant revisions to contracted designs will be required as a result of the proposed change and additional cost will be incurred.
4. Distribution: Scheme Training
Scheme changes, divided by sixteen = training hours;
training hours x clerks requiring training x rate for PS Level.
5. Distribution and Delivery: Equipment
For use only if the proposal will create a requirement for additional equipment, or result in excess equipment that would not otherwise have been required or available. Excess items must be credited as a savings.

For automated, mechanized or manual distribution equipment and carrier cases, use current supply center or contract cost. For delivery vehicles, assume a cost of \$20,000. Item x quantity x cost.

6. Delivery: Route Inspections & Adjustments Due to Transfers of Territory Between 5-digit Areas.

City Routes: For 1-5 routes, 23 hours per route x LDC 20 rate. For each 5-route increment, 23 hours for the first route and 19 hours for each of the remaining 4 routes. If DSIS software is used to complete the time card analyses and calculate Forms 1840 and 1838, reduce the total work hours required by 4 hours per route.

Rural Routes: Estimated supervisory hours to conduct inspections, adjustments and special mail counts required as a result of the proposal, x LDC 20 rate.

C-2

If route inspections or adjustments are anticipated in the foreseeable future, a potential accommodation should be considered at that time, to mitigate the costs.

7. Relocation/Replacement of Equipment & Supplies:
(Physical move, new facility plaques, meter dies, etc.) Estimated expenses.

Estimating Postal Costs: Recurring Costs

1. Facilities: Floor Space Requirements;
For use if the proposal will create a requirement for additional space that is unavailable in the impacted facility. If the gaining and losing facilities are scheduled for expansion or replacement and the potential impact of a boundary change can be incorporated during planning or construction stages, only the net change in facility costs due to the proposal should be reported. For example, a space requirement could be readily shifted to another site, but a dramatic difference in real estate values or lease rates could impact the total costs. Include operational and support space required. Representative annual cost per square foot x footage.
2. Delivery Operations: City Carrier Travel
Net change in daily mileage (+ or -) x LLV cost per mile x 302 delivery days.

Rural Carrier Equipment Maintenance Allowance: Net change in daily mileage (+ or -) x current per mile rate of EMA x 302 delivery days.
3. Clerical, City or Rural Carrier Work Hours: **Net** changes in work hours, complement and unique impacts only. Report net changes in bargaining unit complement, by LDC. Generally, work hours will shift commensurate to workload, forming a constant. In some cases, however, impacts created or eliminated by the proposal may be significant. Report the net impacts only.

For example, volume formerly processed in a mechanized operation and now forced into a manual operation at a lower rate of productivity is reportable. In city delivery, 7 minutes daily additional "deadhead" travel time to reach an isolated delivery pocket might result and would be reportable.

Use the net change (+ or -) in daily work hours x the rate per hour for the appropriate LDC x 302 days.
4. Management/Support: Work hours and Complement
In some cases, transferred workload will create or increase the postmaster grade or complement in the gaining office, and may or may not be offset by a decrease in the losing office. Supervisory and custodial work hours may be impacted, in particular. Report net impacts in workhours, salaries and complement.

ZIP CODE BOUNDARY REVIEW PROCESS

ATTACHMENT D

SAMPLE SURVEY

AN IMPORTANT SURVEY ABOUT POSSIBLE POSTAL CHANGES

Dear Postal Customer:

On behalf of customers in your area, (proponent) has requested that the Postal Service (accept the name XXXX in your last line of address, provide service to your area from another post office, etc.). According to (proponent), the benefits of this change are (recognition of actual municipal identity, elimination of duplicate addresses, etc.).

The Postal Service is willing to make this change, if customers support it. This survey has been developed to determine your preferences.

FOR YOUR PREFERENCES TO BE CONSIDERED, YOU MUST RESPOND TO THIS SURVEY. The change will be adopted or rejected, in accordance with the majority of responses received.

EFFECTS OF THE CHANGE:

If the request is approved, you will (be able to use XXX in your last line of address with the xxxxx ZIP Code; be required to change your last line of address to...; need to notify correspondents of your new mailing address; pick up left-notice mail from the X post office; experience brief delays due to mail being redirected; no impact; etc.) This change would be effective (date).

DO YOU SUPPORT THE REQUESTED CHANGE?

YES ____ NO ____

YOUR NAME _____

YOUR ADDRESS _____

COMMENTS:

Thank you very much for your assistance.

AGENDA ITEM 7:

PUBLIC COMMENT

AGENDA ITEM 8:

BREAK

AGENDA ITEM 9:

CLOSED SESSION

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