

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

**TUESDAY, DECEMBER 20, 2016
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: December 5, 2016, Regular Meeting December 5, 2016, Closed Session		1
	3	APPROVAL OF THE DECEMBER 20, 2016, AGENDA		15
5:35	4	REQUEST TO ACCEPT THE KEEP AMERICA BEAUTIFUL/COCA~COLA GRANT FUNDS FOR RECYCLING	MS. PAMELA THOMAS	17
5:40	5	BROOKSHIRE WETLANDS REQUESTS	MR. JOE FURMAN	23
5:45	6	TAX MATTERS A. Monthly Collections Report B. Refunds & Releases	MR. LARRY WARREN	33 35
5:50	7	PROPOSED AUDIT CONTRACT FOR FY 2016-2017	MS. MARGARET PIERCE	41
5:55	8	MISCELLANEOUS ADMINISTRATIVE MATTERS A. Proposed Dates for the Annual Pre-Budget Retreat B. Boards and Commissions C. Announcements	MR. DERON GEOUQUE	57 59 89
6:00	9	PUBLIC COMMENT		90
7:00	10	BREAK		90
7:05	11	CLOSED SESSION Attorney/Client Matters – G. S. 143-318.11(a)(3) Land Acquisition – G. S. 143-318.11(a)(5)(i)		90
7:30	12	ADJOURN		

AGENDA ITEM 2:

APPROVAL OF MINUTES:

December 5, 2016, Regular Meeting

December 5, 2016, Closed Session

DRAFT**MINUTES****WATAUGA COUNTY BOARD OF COMMISSIONERS
MONDAY, DECEMBER 5, 2016**

The Watauga County Board of Commissioners held a regular meeting, as scheduled, on Tuesday, December 5, 2016, at 8:30 A.M. in the Commissioners' Board Room of the Watauga County Administration Building, Boone, North Carolina.

PRESENT: Jimmy Hodges, Chairman
David Blust, Vice-Chairman
Billy Kennedy, Commissioner
John Welch, Commissioner
Perry Yates, Commissioner
Deron Geouque, County Manager
Anita J. Fogle, Clerk to the Board

Chairman Hodges called the meeting to order at 8:30 A.M.

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

APPROVAL OF MINUTES

Chairman Hodges called for additions and/or corrections to the November 15, 2016, regular meeting and closed session minutes.

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the November 15, 2016, regular meeting minutes as presented.

VOTE: Aye-5
Nay-0

Commissioner Kennedy, seconded by Vice-Chairman Blust, moved to approve the November 15, 2016, closed session minutes as presented.

VOTE: Aye-5
Nay-0

RECESS MEETING FOR SWEARING IN OF NEW COMMISSIONERS

At 8:32 A. M. Chairman Hodges recessed the meeting to allow for Commissioners-Elect Larry Turnbow, John Welch, and Perry Yates to take their oath of office.

RECONVENE

Chairman Hodges reconvened the meeting at 8:39 A.M. in the Commissioners' Board Room with Commissioners Hodges, Kennedy, Turnbow, Welch, and Yates present.

BOARD ORGANIZATIONAL MATTERS

The meeting was turned over to County Manager Geouque for the election of the Chairman of the Watauga County Board of Commissioners.

A. Election of Officers

County Manager Geouque called for nominations for Chairman of the Watauga County Board of Commissioners.

Commissioner Yates, seconded by Commissioner Hodges, moved to nominate Commissioner Welch for Chairman.

VOTE: Aye-5
Nay-0

The meeting was then turned over to Chairman Welch.

Chairman Welch called for nominations for Vice-Chairman of the Watauga County Board of Commissioners.

Commissioner Turnbow, seconded by Chairman Welch, moved to nominate Commissioner Kennedy for Vice-Chairman.

VOTE: Aye-5
Nay-0

B. Staff Appointments

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to reappoint Deron Geouque as the County Manager.

VOTE: Aye-5
Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to reappoint Anita Fogle as Clerk to the Board.

VOTE: Aye-5
Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to reappoint both Monica Harrison and Tammy Adams as Substitute Clerks to the Board.

VOTE: Aye-5
Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Turnbow, moved to appoint di Santi, Watson, Capua, Wilson, & Garrett as the Law Firm representing Watauga County as legal counsel for Watauga County including the Watauga County Department of Social Services and the Child Support Enforcement Offices.

VOTE: Aye-5
Nay-0

C. Fidelity Bonds.

The following individual fidelity bonds were presented for approval:

<u>Position</u>	<u>Bond Amount</u>	<u>Statutory Requirement</u>
Finance Director	\$50,000	No less than \$50,000, per 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 max, NCGS 162-8

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to approve the individual fidelity bonds as presented.

VOTE: Aye-5
Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to approve the Chairman to the Board of Commissioners, County Manager, and Finance Director as signatories for the County's Banking Accounts and to approve the banks used by the County.

VOTE: Aye-5
Nay-0

D. Commissioner Appointments to Boards & Commissions

Each Commissioner nominates a representative to the Watauga County Planning Board whose term would run concurrent with the term of the appointing Commissioner. 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.

Chairman Welch nominated Mr. Neil Hartley for reappointment; Commissioner Turnbow nominated Ms. Nicole “Nikki” Bauman for appointment; and Commissioner Yates nominated Mr. Todd Castle for reappointment.

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to waive second readings and reappoint Mr. Hartley and Mr. Castle and to appoint Ms. Nicole “Nikki” Bauman to the Watauga County Planning Board.

VOTE: Aye-5
Nay-0

Each Commissioner appoints a representative to the Boone Rural Fire Protection Service District Board whose term will run concurrent with the term of the appointing Commissioner. Boone Rural Fire Service District Board members must own property and reside within that Fire Service District.

Chairman Welch nominated Mr. Lee Stroupe for reappointment; Commissioner Turnbow nominated Ms. Katy Abrams for appointment; and Commissioner Yates nominated Mr. Tommy Critcher for reappointment.

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to waive second readings and reappoint Mr. Stroupe and Mr. Castle and appoint Ms. Katy Abrams to the Boone Rural Fire Protection Service District Board.

VOTE: Aye-5
Nay-0

The following Commissioner Board appointments were made by Chairman Welch:

Board/Commission	Member
Appalachian District Health Department	Yates
Appalachian Theatre Board of Trustees Ex-Officio Member	Hodges or Welch
AppalCART Authority	Hodges
Blue Ridge Resource Conservation & Development Area	Turnbow
Caldwell Community College & Technical Institute - Watauga Advisory Board	Welch
Children’s Council	Turnbow
Child Protection Team	Kennedy
Cooperative Extension Advisory Leadership Board	Yates
Economic Development Commission (EDC)	Turnbow
Educational Planning Committee (2 appointees)	Hodges & Welch
EMS Advisory Committee	Yates
High Country Council of Governments Executive Board Rural Transportation Advisory Committee	Turnbow
Juvenile Crime Prevention Council (JCPC)	Welch

Humane Society	Turnbow
Library Board	Kennedy
Motor Vehicle Valuation Review Committee	Welch
New River Service Authority Board	Hodges
Northwest Regional Housing Authority (Ms. Pat Vines' term expires December 12, 2019)	
POA Advisory Committee (Home & Community Care Block Grant)	Yates
Sheriff's Office Liaison	Kennedy & Turnbow
Vaya County Commissioner Advisory Board	Kennedy
Social Services Advisory Board	Hodges
Watauga County Fire Commission	Yates
Watauga County Personnel Advisory Committee	Welch
Watauga County Recreation Commission	Welch
Watauga Medical Center Board of Trustees	Kennedy
Watauga Opportunities, Inc.	Turnbow
Workforce Development Board (WDB)	Chairman

Commissioner Yates, seconded by Vice-Chairman Kennedy, moved to accept the appointments as made by Chairman Welch.

VOTE: Aye-5
Nay-0

E. Regular Meeting Schedule

Chairman Welch stated that the Board of Commissioners' regular meetings were currently scheduled for the first Tuesday of each month at 8:30 A.M. and the third Tuesday of each month at 5:30 P.M.

Commissioner Yates, seconded by Vice-Chairman Kennedy, moved to retain the regular meeting schedule for the Watauga County Board of Commissioners as follows: the first Tuesday of each month at 8:30 A.M. and the third Tuesday of each month at 5:30 P.M.

VOTE: Aye-5
Nay-0

APPROVAL OF AGENDA

Chairman Welch called for additions and/or corrections to the December 5, 2016, agenda.

Vice-Chairman Kennedy, seconded by Commissioner Hodges, moved to approve the December 5, 2016, agenda as presented.

VOTE: Aye-5
Nay-0

REQUEST TO ACCEPT GOVERNOR’S CRIME COMMISSION GRANT AWARD

Sheriff Hagaman stated that in February, the Board approved the Sheriff’s Office request to submit a grant to the North Carolina Governor’s Crime Commission. The grant has been awarded, upon acceptance, in the amount of \$23,400 and will be used to purchase new mobile computers and rifles for patrol officers. There is no County match required.

Vice-Chairman Kennedy, seconded by Commissioner Hodges, moved to accept the grant in the amount of \$23,400 with the Governor’s Crime Commission to acquire the equipment as presented.

VOTE: Aye-5
Nay-0

PROPOSED REVISIONS TO THE TOURISM DEVELOPMENT AUTHORITY (TDA) BYLAWS

Mr. Wright Tilley, Watauga County TDA Executive Director, will present revisions to the bylaws for the TDA. The changes are marked in red and require the Board of Commissioners approval. The primary change is increasing the Board by one member. The remaining changes are clarification and modification to the original language to reflect the differences from the adoption of the bylaws to current times.

- | | |
|-------------------------------|---|
| Article III- Section 1: | Recommend the TDA board be enlarged from {6} members to (7) members in order to allow for more board input from area tourism partners. Recommending deleting the wording regarding the terms of inaugural board members as this no longer applies. |
| Article III- Section 2a: | Recommend deleting the wording regarding original appointees as it is no longer relevant. Recommend defining that the 3-year terms begin on March 1 and expire on Feb. 28, three years from the start date. |
| Article III- Section 3a & 3b: | The enabling legislation mandates that at least 1/3 of the board be members who actively collect the occupancy tax and that 50% of the TDA board be active in the promotion of travel and tourism in Watauga County District U. If the board size is increased from 6 members to 7 members, at least (3) members who collect the occupancy tax and at least (4) members who are active in the promotion of travel and tourism would be needed. The members who collect the tax can also be included to meet 3 of the 4 members required for the latter. |
| Article III- Section 4: | The proposed change corrects a typo and changes the word "reminder" to “remainder.” |
| Article III- Section 5: | Recommend removing the language regarding the County Manager or his designee serving as Secretary of the TDA. This was initially put in place prior to the hiring of a full-time TDA staff. By removing the County Manager language we would also |

- need to change "These two individuals shall not be members ..." to "This individual shall not be a member ...".
- Article V- Section F: Recommend deleting section F because the prior section E already covers tourism related expenditures in a broader scope.
- Article VI- Section 1: Recommend changing the hours required for written notice of special called meetings to 48-hours written notice instead of 96-hours written notice.
- Article VIII: Changes the adoption date of the bylaws from 2006 to 2016.

Vice-Chairman Kennedy recommended leaving Article V- Section F in the Bylaws.

After discussion, Commissioner Yates, seconded by Commissioner Hodges, moved to approve the revisions of the Tourism Development Bylaws as presented and leaving Article V- Section F in the Bylaws.

VOTE: Aye-5
Nay-0

REQUEST TO ACCEPT CHESTNUT RIDGE MIDDLE FORK GREENWAY EASEMENT

In July 2015, Ms. Ann Browning, then Middle Fork Greenway Executive Director, requested authorization to submit a pre-application to the North Carolina Division of Parks and Recreation for Section 1 of the Middle Fork Greenway project. On June 30, 2015, a new application round was announced, with pre-applications due on July 14, 2015. The maximum grant award was \$100,000. Middle Fork Greenway requested the County apply for \$100,000 for construction funds for the greenway.

The cost estimate for completion of Section 1 was \$990,000, which will be provided through a combination of grants, private donations and Tourism and Development Authority commitments. The Watauga County TDA committed a total of \$225,000 over the next three years. Middle Fork Greenway was to provide assistance on the grant application. If awarded, County staff would administer the grant. In the not too distant future, Middle Fork Greenway was to request the County assume the easement for this project.

Ms. Wendy Patoprsty, the new Middle Fork Greenway Executive Director, presented the Board with a request for the County to assume the twenty (20) foot wide easement through Chestnut Ridge (Appalachian Regional Healthcare System – Blowing Rock). The Easement was drawn by former County Attorney Eggers. The plan is for the County to accept all of the easements for the Middle Fork Greenway.

Commissioner Turnbow, seconded by Vice-Chairman Kennedy, moved to accept the twenty (20) foot wide easement through the Chestnut Ridge property as presented by Ms. Patoprsty.

VOTE: Aye-5
Nay-0

PROJECT ON AGING ANNUAL REPORT

Ms. Angie Boitnotte, Project on Aging Director, presented the annual comprehensive evaluation of the agency's operations and policies as required by the NC Division of Health Service Regulation.

The following amendments were recommended to the Project on Aging's Policy:

SUBJECT: CONFIDENTIALITY

POLICY

1. To protect the client's right to privacy.
2. To protect the service records from loss, alteration, unauthorized use, or damage.
3. To be compliant with federally mandated Health Insurance Portability and Accountability Act (HIPAA).

PROCEDURE

1. All requests for client information are reviewed to determine whether or not the individual requesting the information will be allowed access to the information based on HIPAA regulations.
2. Clients will receive a copy of Watauga County Project on Aging's Notice of Privacy Practices at the time of the initial assessment, but no later than the date of the first service delivery by the Watauga County Project on Aging, and to other persons upon request.
3. The Watauga County Project on Aging staff member who provides the agency's Notice of Privacy Practices to a client shall obtain written acknowledgement of the client's receipt of the Notice of Privacy Practices. The written acknowledgement shall be obtained by the client signing the Acknowledgement of Receipt form which will be filed in the client's file.
4. The Watauga County Project on Aging shall obtain the individual's written authorization in accordance with HIPAA policies prior to using or disclosing protected health information.
5. The original service record is filed securely in the agency office.
- 6. Employees are informed that they can be terminated for violating the Project on Aging's confidentiality policy.**

SUBJECT: ADMISSION OF CLIENTS

POLICY

Acceptance of clients who are referred to or request in-home services is based on the reasonable expectation that the client's home care needs can be met by the Project on Aging staff in the client's place of residence.

PURPOSE

1. To establish specific admission requirements for acceptance of clients for In-Home Aide services.
2. To assess referrals for appropriateness of admission to Project on Aging services.

PROCEDURE

1. For Level I and II In-Home Aide clients, the In-Home Aide Supervisor or the **Registered Nurse** assesses all referrals for appropriateness of admission for In-Home Aide services by considering the following:
 - a. Adequacy and suitability of agency personnel and resources to provide the services required by the client.
 - b. A reasonable expectation that the client's medical, personal and social needs can be met adequately at home.
 - c. The presence of adequate physical facilities in the client's home for his plan of care.
 - d. The availability or absence of family or substitute family members able and willing to participate in the client's care when necessary to ensure the safety of the client.
 - e. **The availability of formal or informal services or support (hired help or agency services)**
 - f. The client's home is located in the geographical area served by the Watauga County Project on Aging (Watauga County).
2. With the permission of the client, the referral source will be notified when one or more needed and requested services (including assessment) cannot be provided to a specific client within a time frame requested by the referral source and established by agency policy.
3. With the permission of the client, services will be coordinated with and referrals made to other appropriate agencies when the agency is unable to respond to a request for service promptly, or to continue to provide service.
4. All clients are accepted for care regardless of color, creed, age, or sex in accordance with Title VI of the Civil Rights Act.

SUBJECT: DISCHARGE OF CLIENTS

POLICY

Clients are discharged from the Project on Aging when services are no longer needed or desired, or the agency determines that the client's needs can no longer be met with the resources available to the agency.

PURPOSE

1. To establish specific criteria for the discharge of clients from the Project on Aging.
2. To ensure consistent treatment of all clients served by the Project on Aging.

PROCEDURE

1. The In-Home Aide Supervisor reviews all discharges for appropriateness of discharge from the Project on Aging.
2. Clients may be discharged from the Project on Aging for the following reasons:
 - a. The client no longer needs the Project on Aging services.
 - b. The client or caregiver indicates that he or she no longer wishes to receive services from the Project on Aging agency.
 - c. The client or caregiver harasses (sexually or otherwise) staff or volunteers.
 - d. The home situation becomes unsafe for agency staff, volunteers, or client.
 - e. The client or caregiver will not cooperate with the agreed upon care plan.
 - f. The client is admitted to a hospital, nursing home, rest home, or other institutional setting, or is absent for any reason, for more than thirty (30) days.
 - g. The client expires.
 - h. The Project on Aging does not have adequate resources to furnish the level of services needed by the client.
 - i. The client obtains other formal services such as Medicaid PCS, CAP, or Hospice, or obtains hired assistance.**
3. The client or caregiver will be involved in the discharge planning process whenever possible.
4. Advance notice of at least 48 hours will be given to the client or responsible party when service provision is to be reduced or terminated, except in cases where the client is in agreement with the changes, there is a danger to a client or staff member, or the physician terminates services.
5. The Project on Aging will provide information about other community services and agencies that may be beneficial to the client when applicable to the client's situation.

Vice-Chairman Kennedy, seconded by Commissioner Yates, moved to accept the changes to policy and approve the Annual Report as presented by Ms. Boitnotte.

VOTE: Aye-5
Nay-0

BUDGET AMENDMENTS

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

Account #	Description	Debit	Credit
103300-343307	NC General Assembly Grant		\$100,000
103311-312009	Donation from TDA for Recreation		\$60,000
104283-469500	Contracted Services-Parks	\$160,000	

The amendment recognized the acceptance of the NC General Assembly grant funds and the donation from the Watauga County District U Tourism Development Authority on behalf of the Middlefork Greenway. No County dollars are required for this contract.

103991-399100	Fund Balance Appropriated		\$3,415,887
109800-498021	Transfer to Capital Projects Fund	\$2,800,000	
104199-418300	Other Post Employment Benefits	\$470,887	
104310-454000	Sheriff's Office Capital Outlay-Vehicle	\$105,000	
104268-458000	Anderson Building Capital Outlay-Building	\$40,000	
213980-398100	Transfer from General Fund		\$2,800,000
219930-459122	Watauga County Schools – CIP Set Aside	\$300,000	
219930-461202	Recreation – Pool Renovations	\$2,000,000	
219930-441701	Facilities Maintenance	\$250,000	
219930-461100	Emergency Communications	\$250,000	

The amendment transferred the FY 2016 increase in unassigned fund balance per the County Manager's recommendation.

103300-349909	NC Lottery Funds		\$37,500
105911-471000	Proposed Lottery		\$300,000
105911-470001	Carpet/Tile Replacements	\$30,000	
105911-470003	Blowing Rock Fire Alarm System	\$57,500	
105911-470010	Green Valley Window Replacements	\$40,000	
105911-470019	Green Valley Gym Doors	\$15,000	
105911-470021	WHS Stadium Water Issues	\$120,000	
105911-470022	WHS Batting Facility	\$50,000	
105911-470023	Elementary School Bleachers	\$25,000	

The amendment allocated funds for the requested Lottery projects approved by the Board of Commissioners and the NC DPI.

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

VOTE: Aye-5
Nay-0

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. January's Meeting Schedule

County Manager Geouque stated that 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 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.

Vice-Chairman Kennedy, seconded by Commissioner Hodges, moved to cancel the January 3, 2017, Board of Commissioners meeting.

VOTE: Aye-5
Nay-0

B. Boards and Commissions

Economic Development Commission

There are two vacancies on the Economic Development Commission. One vacancy is an unfulfilled term expiring June, 2017, and the other is an unfulfilled term expiring June, 2018. Those seats were occupied by individuals who have moved from Watauga County. The EDC has fourteen members; nine are appointees, the other five serve by virtue of their organizations, including one Commissioner. All members vote.

Several unsolicited volunteer applications had been received for various Boards and Commissions.

Chairman Welch tabled consideration to allow time to review the applications.

C. Announcements

County Manager Geouque announced the following:

- The Register of Deeds Staff invites you to join them for holiday goodies on Monday, December 12, 2016, from 2:00 – 4:00 P.M. in the Land Records Office.
- The Annual County Christmas Luncheon, scheduled on Tuesday, December 13, 2016, will be held at Dan'l Boone Inn from 11:45 A.M. to 2:00 P.M.
- The Essentials of County Government course will be held the following dates:

January 6-7, 2017 Winston-Salem

January 25-26, 2017 Asheville

February 8-9, 2017 Raleigh

February 22-23, 2017 New Bern

PUBLIC COMMENT

There was no public comment.

CLOSED SESSION

At 9:25 A.M., Commissioner Hodges, seconded by Vice-Chairman Kennedy, moved to enter Closed Session to discuss Attorney/Client Matters, per G. S. 143-318.11(a)(3).

VOTE: Aye-5
Nay-0

Vice-Chairman Kennedy, seconded by Commissioner Hodges, moved to resume the open meeting at 10:14 A.M.

VOTE: Aye-5
Nay-0

ADJOURN

Chairman Welch adjourned the meeting at 10:14 A.M.

John Welch, Chairman

ATTEST:

Anita J. Fogle, Clerk to the Board

AGENDA ITEM 3:

APPROVAL OF THE DECEMBER 20, 2016, AGENDA

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AGENDA ITEM 4:**REQUEST TO ACCEPT THE KEEP AMERICA BEAUTIFUL/COCA~COLA GRANT FUNDS FOR RECYCLING****MANAGER'S COMMENTS:**

In October, the Board granted authorization to apply for a grant from Keep America Beautiful/Coca-Cola Program. The County was awarded the grant which will provide ten (10) sixty (60) gallon recycling bins to provide recycling containers for aluminum and plastic bottles at special events. Acceptance of the grant requires the County to purchase three (3) additional sixty (60) gallon recycling bins. Funds are available to purchase the three (3) bins to fulfill the grant requirement.

Board action is required to accept the grant in the amount of \$680 from the Keep America Beautiful/Coca-Cola Program and staff to purchase three (3) additional sixty (60) gallon recycling bins to serve as the grant match.

**Watauga County Sanitation
Recycling Office**

Memo

To: Deron Geouque
From: Pamela Thomas, Recycling Coordinator
cc: JV Potter, Donna Watson
Date: December 12, 2016
Re: Request to accept Coca-Cola / Keep America Beautiful Grant

This is a request to accept grant funds from the “Coca-Cola / KAB Public Space Recycling Bin Grant.” Per the agreement, Coca-Cola will provide funding for the purchase of ten (10) sixty gallon recycling bins, and Watauga County will purchase three (3) sixty gallon recycling bins. The recycling containers will be used to recycle aluminum and plastic beverage containers at special events. This includes sporting events, park gatherings, business promotional events, etc. A usage agreement form will be in place for public rentals.

Coca-Cola / KAB Grant Awarded:	\$680.00
County Match:	\$204.00
Overall Project Cost:	\$884.00

Item	Coca-Cola / KAB Grant Award	Cash Match	Total
10 – 60 gallon recycling bins	\$680.00		\$680.00
Purchase of 3 recycling bins (per agreement)		\$204.00	\$204.00
Totals:	\$680.00	\$204.00	\$884.00



2016 Coca-Cola Public Space Recycling Grant

Tracking and Reporting Expectations

Dear Bin Grant Recipient,

As a condition for receiving a Coca-Cola Public Space Recycling grant, all recipients are expected to submit reports on two occasions:

1. May 2017
2. February 2018

KAB will send an email notice to the main point of contact at each stage to prompt the report with a link to an online form. The reports are typically 10 to 15 questions and take about 20 minutes to answer. As a requirement for receiving the grant, recipients are expected to track and report the amount of recyclables collected with the bins over a year period. Additional requirements, including issuing a press release, are outlined in detail below.

Key Information to be Included Reports

- **May 2017 Interim Report:**
 - Status of project implementation
 - Details about specific bin placement locations
 - Preliminary evaluation of program success and challenges
 - Did receiving the grant influence a decision to further invest in recycling infrastructure
 - Confirm local press release issued / review any media stories generated
 - Weight of material collected
 - Confirm number of people with daily access to the bins (if different than numbers cited in original proposals)
 - Media clips – Share clips of noteworthy print, radio or TV news stories and links to access them online; examples of social media posts
 - Photos - Pictures with good lighting that show the bins with surrounding background and people using them are preferred.

- **February 2018 Final Report:**
 - Status of bin use
 - Have the bins worked well, are they well suited for your settings
 - Evaluate overall program success and challenges?
 - Feedback for KAB to improve the program



- Quantity of Recyclables collected during first 12 months

Press Release Requirement: As a requirement for receiving a grant, your organization is also expected to locally issue a media announcement acknowledging the grant. A press release template is being provided that can be adapted for your own local media. Accept where special arrangements have been made directly, however, we leave the final content and exact timing of a local release to your discretion with the caveat that it specifically incorporate the following references:

- Formal program title: “2016 Coca-Cola / Keep America Beautiful Public Space Recycling Bin Grant”
- Bins provided as part of grant from “Keep America Beautiful” and the “Coca-Cola Foundation”

****To help us track local media, Please send a copy of your local press release when it is issued to: gmanno@kab.org and sdearman@coca-cola.com**

Guidance for Tracking Quantities of Recyclables

As a requirement for receiving the grant, recipients are expected to track and report the amount of recyclables collected with the bins over a year period. This information is important to demonstrate the value of the program and will be included along with other grant recipient data in the reports we provide Coca-Cola. Both reports will ask for this weight information along with a general status of the recycling bin’s use. We’ve included practical suggestions for tracking weights at the bottom of this document

The reporting form will ask you to list the total pounds of recyclable items collected along with a description of the primary materials being collected (aluminum, PET plastic bottles, other plastic containers, glass, paper, etc.) This data should only reflect what is collected in the grant bins, and not include recyclables collected from other locations or non-grant bins.

Ideally the data will be determined by weighing the actual contents of the bins over time, but good-faith estimates are acceptable where this is not reasonably possible. You’re nonetheless asked to develop a system up front for tracking approximate quantities throughout the coming year. Some (but not only) examples of ways to do this:

- **Count # of bags:** Instruct collection staff to record the number of full bags collected from just the grant bins each week. On several occasions over the year, weigh sample bags to develop an average weight that can be used to extrapolate a total weight. This is a good system for special events as well.

The Coca-Cola Company

**KEEP AMERICA
BEAUTIFUL**

- Collection frequency: Develop a per-bin average weight formula by sampling bins as they are emptied at different points in the year. Use the number of grant bins and frequency of scheduled collection routes to calculate a total weight using the per-bin formula.
- Percentage of total recycling: If you only have weights for overall public space recyclables including material collected in non-grant bins, determine how many of the source bins are from the grant and use this to calculate the corresponding percentage of the total weight to credit to grant bins. Be careful not to include materials that come from non-public space locations in the total weight you're working from (ex: cardboard, paper or other institutionally-generated recyclables that are collected directly into special compactors or large dumpsters).

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AGENDA ITEM 5:

BROOKSHIRE WETLANDS REQUESTS

MANAGER'S COMMENTS:

In 2012, the County contracted with Blue Ridge Development Group (BRDG), aka Blue Ridge Environmental Consultants (BREC), to construct a greenway which connects to the oval greenway at Brookshire Park and extends along the river the length of the County's property, approximately 3,000 feet. Fifty percent (50%) of the cost of the construction was provided by NC Division of Water Resources; the remaining fifty percent (50%) was provided by BRDG. In return, the County agreed that BRDG could construct wetlands on the property (see attached map) that would serve as a wetlands mitigation bank controlled by BRDG under the program of the Army Corps of Engineers (COE). The County would also place the wetlands under a permanent conservation easement.

At present, the greenway has been in place for three (3) years, however, the wetlands construction has not yet occurred. It now appears that the COE does not wish to use the proposed wetlands as a mitigation bank, therefore BRDG will not be able to recoup their investment through selling of wetlands credits as originally planned. However, there is an opportunity for BRDG to construct the wetlands using grant funds from the Clean Water Management Trust Fund (CWMTF), provided the County agrees to be the applicant. There would be no cost to the County; the match would be provided by BRDG. The application is due February 6th; amount to be requested is \$460,000. The conservation easement would need to be recorded upon completion of the wetlands. Here is the link to the grant application information: http://www.cwmtf.net/Docs/CWMTF_2017_Application_Instructions.pdf.

Mr. Furman, who worked with BRDG on this project, will request approval from the Commissioners to proceed with the grant application, as well as to amend the contract with BRDG to accommodate the change. If approved, the proposed contract amendment would be presented to the Commissioners at a future meeting. Derek Goddard, principal of BRDG/BREC will be present to provide further detail as needed.

Staff seeks direction from the Board.



EXHIBIT A	
REVISIONS:	
DATE:	
PRELIMINARY	
BLUE RIDGE ENVIRONMENTAL CONSULTANTS, P.A. ENGINEERING PLANNING ENVIRONMENTAL 	NOBELS ENGINEERING FIRM #C-3448 1305 SOUTH COLLEGGATE DRIVE WILKESBORO, NC 28687 336.844.4008 http://brec.biz
BROOKSHIRE PARK PROPOSED STREAM & WETLAND MITIGATION BANK PREPARED FOR: WATAUGA COUNTY & BLUE RIDGE DEVELOPMENT GROUP, LLC	DATE: 01/27/2012 PROJECT NUMBER: DRAWN BY: J. EDWARDS APPROVED BY: J. CHURCH SCALE: 1" = 150' (H) (2) SHEET: EX-A

DO NOT SCALE - PLANS MUST BE RECEIVED AS A COMPLETE SET

PRELIMINARY - NOT RELEASED FOR CONSTRUCTION

STATE OF NORTH CAROLINA

AGREEMENT

COUNTY OF WATAUGA

THIS AGREEMENT, made and entered into this the 19th day of June, 2012, by and between Blue Ridge Development Group, LLC, (hereinafter referred to as "BRDG"), and Watauga County (hereinafter "the County") is for the purpose of allowing BRDG to investigate and perform the establishment of a stream and wetland mitigation bank on property owned by Watauga County as more specifically set forth herein;

WHEREAS, Watauga County is a body politic and corporate of the State of North Carolina duly authorized to enter into contracts related to lands owned by Watauga County for the benefit of its citizens, protection of the natural environment, economic development, and for promoting the quality of life of the citizens of Watauga County; and

WHEREAS, BRDG is a land development firm with offices in Wilkesboro and West Jefferson, North Carolina; and

WHEREAS, Watauga County is the owner of certain tracts described below located on Brookshire Road in Watauga County, North Carolina; and

WHEREAS, BRDG is desirous of investigating whether certain areas of those tracts would be conducive to providing mitigation banks upon the property for the purpose of addressing the impact requirements of Section 10 of the Clear Water Act which may result from development of a tract of commercial property located on Old US 421 as identified in Book of Records 1577 at Page 113, Watauga County Registry; and

WHEREAS, in the event the results of this due diligence period are successful, the parties anticipate that they will review the requirements of a final contract and negotiate a future contract wherein BRDG would be responsible for design, permitting, and construction of an approximately eight foot wide and 3000 linear foot greenway trail upon the site of the County;

NOW THEREFORE, based upon the mutual covenants contained herein, the sufficiency of which is acknowledged, the parties hereby agree as follows:

1. BRDG shall be granted a due diligence period of up to and including November 1, 2012 to enter the property of Watauga County located on Brookshire Road as identified in Book of Records 729 at Page 445; Book of Records 1134 at Page 15; and Book of Records 1134 at Page 4, Watauga County Registry, and having respective tax identification numbers of 2921-00-6676-000, 2911-92-5136-000, and 2921-02-9838-000 for the purpose of investigating whether it is feasible to construct and establish compensatory stream and wetlands mitigation upon portions of the above described property.
2. During the term of this due diligence period, BRDG may conduct a bank prospectus, financial proforma, surveys, engineering, mitigation bank instruments, permitting, and public hearings associated with the regulatory, physical, and cultural/historic aspects of the property. All work product created shall be the property of BRDG. However, BRDG acknowledges that any information provided to Watauga County may be subject to disclosure pursuant the North Carolina public records laws.

3. BRDG shall use the due diligence period to obtain an opinion from the United States Army Corps of Engineers to determine whether the proposed project may be completed. In the event the United States Army Corps of Engineers states to BRDG, in writing by November 1, 2012, that the project is not approved, BRDG shall notify the County by this date of that decision and this contract shall become void. If such writing is not delivered, or BRDG intends to proceed with the project, it shall do so in accordance with the terms of this contract and the grant requirements related to the greenway expansion upon the property.

4. BRDG shall file the necessary paperwork with the Town of Boone to revise the permit application in this matter, and shall take all necessary steps to complete the permitting process. For purposes of this permit, BRDG shall act as the County's representative in all matters related to the permit application and approval.

5. In the event BRDG does not exercise its right to cancel this contract as set forth herein, it shall start construction on the project by April 16, 2013 and shall complete construction of the greeway no later than June 30, 2013.

6. It is understood and agreed by the parties that Watauga County is the recipient of a grant for \$65,000 for the construction of a greenway on this property. For this grant amount, BRDG shall construct this greenway in accordance with the grant requirements and shall ensure paving of the greenway to the satisfaction of the County, as well as ensuring an adequate foundation for the greenway to reasonably weather the climate and conditions of Watauga County.

7. BRDG shall act as the County's agent and representative in regards to the grant administration and compliance required by the State of North Carolina. In addition to acting as the County's agent, BRDG shall provide all funds and actions necessary to comply with the matching funds required in the award of the grant without any further financial consideration from the County except as expressly set forth herein.

8. BRDG shall use its best efforts to complete the project in such a manner that will result in a 'no-rise' certification from the State and Federal government so as to avoid the need for a flood map revision to this project. As part of this agreement, BRDG shall pay for and complete all engineering related to these requirements.

9. Nothing in this agreement shall be construed as an agreement to encumber the real property with any restrictions or to allow the actual construction of a stream and wetland mitigation project upon the property described above. In the event BRDG determines that it wishes to pursue the establishment of a stream and wetland mitigation bank upon this property, the County agrees to allow BRDG to present its proposal for action to the Watauga County Board of Commissioners for review and consideration as to full extent of this wetland area and whether the County wishes to engage in a contractual arrangement for compliance with a governmental stream and wetland mitigation project.

10. BRDG shall bear all costs and expenses associated with this agreement, except for fees assessed by the State of North Carolina resulting from any change in the flood map elevations. BRDG does not rely upon any

representations made by the County or any of its agents or officials as to the condition or status of the project. BRDG shall use its own best judgment in determining whether this site is suitable for their proposed project.

11. It is the responsibility of BRDG to complete this project as scheduled and time is of the essence in the performance of this agreement.

12. This Contract is entered into in Watauga County, North Carolina, and shall be construed in accordance with the laws of the State of North Carolina. The parties hereby agree that Watauga County, North Carolina is an appropriate venue for the resolution of any disputes arising as a result of this contract. If a dispute arises out of or relates to the Contract which cannot be resolved informally between the parties, the parties agree to conduct pre-litigation mediation, consistent with the rules of Mediated Settlement Conferences for the Superior Court of North Carolina, prior to the filing of any suit arising out of this Contract.

13. BRDG will provide and maintain, at BRDG=s expense, such insurance as will protect BRDG and Watauga County from claims under the Workman=s Compensation Act and such comprehensive general liability insurance as will protect Watauga County and BRDG from all claims for bodily injury, death, or property damage which may arise from the performance of BRDG or by BRDG's employees during the course of BRDG's work upon the project in amounts of at least one million dollars (\$1,000,000.00) for general liability insurance per occurrence and workers compensation coverage of at least one hundred thousand dollars (\$100,000.00) per occurrence. BRDG shall

list Watauga County as an additional insured for the duration of this work.

Copies of these policies shall be provided the County Manager of Watauga County.

14. At all times relevant to this contract, BRDG shall maintain all necessary and relevant licensing it possesses at the time of execution of this contract.

15. BRDG agrees to indemnify and hold harmless Watauga County of any and all liability arising from any breach of contract or any other action related to, or incidental to, the performance of this contract.

16. Watauga County shall not be responsible for incidental or consequential damages as a result of any breach of this contract, or for any Acts of God, fire, riot, war, civil unrest, or impossibility beyond the control of the County.

17. In the event notices are to be sent to either party under this agreement, such notices will be sent to the following addresses by regular mail, with adequate postage attached thereto:

Watauga County
Attn: Deron Geouque
814 West King Street
Boone, NC 28604

Blue Ridge Development Group, LLC
Attn: Derek Goddard
1305 South Collegiate Avenue
Wilkesboro, NC 28697

18. Watauga County and BRDG each bind themselves, their successors, legal representatives and assigns to the other party to this agreement and to the successors, legal representatives and assigns of such other party in respect to all covenants of this agreement. Neither Watauga County nor BRDG shall assign, sublet or transfer its interest in this agreement without the written consent of the other.

19. This agreement represents the entire and integrated agreement, between Watauga County and BRDG and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written contract. To the extent anything contained in any other discussions or specifications conflicts with any provision of this contract, the terms of this contract shall control.

20. If any provision of this contract is unenforceable, invalid, or illegal, the remaining provisions will continue in full force and effect.

21. In the event that any incorporated documents conflict with the terms and conditions of this contract, the terms and conditions set forth in this document shall control.

IN WITNESS WHEREOF the Watauga County and Blue Ridge Development Group, LLC have executed this Agreement, the day and year first above written.

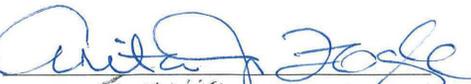
Watauga County

By: 
Nathan A. Miller, Chairman

Blue Ridge Development Group, LLC

By: 
Derek Goddard
Member/Manager

ATTEST:

By: 
Anita Fogle, Clerk to the Board



This instrument has been preaudited in the manner required by the local Government Budget and Fiscal Control Act.


Date 10/19/12 Margaret M. Baker
Finance Director

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AGENDA ITEM 6:

TAX MATTERS

A. Monthly Collections Report

MANAGER'S COMMENTS:

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

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

Monthly Collections Report**Watauga County**

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

Monthly Report November 2016

	<u>Current Month</u> <u>Collections</u>	<u>Current Month</u> <u>Percentage</u>	<u>Current FY</u> <u>Collections</u>	<u>Current FY</u> <u>Percentage</u>	<u>Previous FY</u> <u>Percentage</u>
General County					
Taxes 2016	5,876,815.39	29.89%	13,095,723.51	48.71%	47.33%
Prior Year Taxes	160,248.07		365,555.33		
Solid Waste User Fees	589,705.01	30.95%	1,204,705.63	47.26%	45.88%
Green Box Fees	468.78	NA	3,717.94	NA	NA
Total County Funds	\$6,627,237.25		\$14,669,702.41		
Fire Districts					
Foscoe Fire	101,781.48	32.44%	249,181.07	53.98%	52.09%
Boone Fire	219,995.77	33.24%	445,433.91	50.11%	48.56%
Fall Creek Service Dist.	2,486.32	33.28%	4,606.81	46.73%	43.77%
Beaver Dam Fire	21,821.09	28.38%	50,272.36	47.57%	45.66%
Stewart Simmons Fire	21,531.52	22.11%	52,392.05	40.52%	42.36%
Zionville Fire	31,112.81	36.23%	60,354.61	52.46%	47.98%
Cove Creek Fire	59,707.84	33.56%	123,174.52	50.71%	49.03%
Shawneehaw Fire	26,337.52	37.02%	51,218.44	53.07%	48.71%
Meat Camp Fire	51,026.13	33.16%	103,579.45	50.09%	48.28%
Deep Gap Fire	47,144.44	34.09%	95,860.20	51.08%	47.27%
Todd Fire	16,868.20	38.32%	35,110.87	56.19%	43.13%
Blowing Rock Fire	100,133.77	31.68%	255,255.17	54.01%	49.39%
M.C. Creston Fire	993.76	20.71%	2,786.76	39.62%	45.72%
Foscoe Service District	19,564.59	36.81%	36,949.78	52.18%	51.43%
Beech Mtn. Service Dist.	27.87	2.54%	400.42	27.24%	30.63%
Cove Creek Service Dist.	0.00	0.00%	91.20	28.14%	28.14%
Shawneehaw Service Dist	1,160.58	25.22%	2,904.97	44.05%	45.30%
	\$719,207.37		\$1,564,965.78		
Towns					
Boone	1,032,260.47	22.02%	2,150,162.40	37.26%	34.83%
Municipal Services	19,894.56	17.33%	36,908.83	27.96%	22.65%
Boone MV Fee	2,064.69	NA	2,092.77	NA	NA
Blowing Rock	2,829.73	NA	2,829.73	NA	NA
Seven Devils	1,914.66	NA	1,914.66	NA	NA
Beech Mountain	5,376.32	NA	5,559.55	NA	NA
Total Town Taxes	\$1,064,340.43		\$2,199,467.94		
Total Amount Collected	\$8,410,785.05		\$18,434,136.13		

Tax Collections Director

Tax Administrator

AGENDA ITEM 6:

TAX MATTERS

B. Refunds and Releases

MANAGER'S COMMENTS:

Mr. Warren will present the Refunds and Releases Reports.

Board action is required to accept the Refunds and Releases Reports.

11/30/2016 15:33
Larry.Warren

WATAUGA COUNTY
RELEASES - 11/01/2016 TO 11/30/2016

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1002641 ALDRIDGE, JOANNE MISS 114 EDGEWOOD DRIVE BOONE, NC 28607	RE 2016 2910-16-8339-000 TAX RELEASES CLERICAL ERROR	37748	11/30/2016	C02	5976	900 C02 G01	3.69 2.82 <hr/> 6.51
1596116 BEST LOCATIONS LLC 170 WIND CHIME CT RALEIGH, NC 27615	RE 2015 2910-60-5971-000 REFUND RELEASE PTC APPEAL	39131	11/30/2016	C02	5966	288,500 C02 G01	1,182.85 903.01 <hr/> 2,085.86
1596116 BEST LOCATIONS LLC 170 WIND CHIME CT RALEIGH, NC 27615	RE 2016 2910-60-5971-000 TAX RELEASES PTC APPEAL	39125	11/30/2016	C02	5964	288,500 C02 G01	1,182.85 903.01 <hr/> 2,085.86
1011360 BETHANY LUTHERAN CHURCH 1030 BIG HILL ROAD BOONE, NC 28607	RE 2016 2923-20-9300-000 TAX RELEASES SHOULD HAVE BEEN EXEMPT	43972	11/30/2016	F09	5962	0 G01	13.46
1734017 HATCH, JOHN R. PO BOX 244 SUGAR GROVE, NC	PP 2016 1628 TAX RELEASES ADJUSTED VALUE	853	11/30/2016	F07	5968	500 F07 G01	.25 1.57 <hr/> 1.82
1754988 HIS HIGH PLACES, INC PO BOX 1418 BOONE, NC 28607	RE 2016 1887-55-6179-000 TAX RELEASES SHOULD HAVE BEEN EXEMPT RELIGIOUS	2988	11/30/2016	F12	5972	0 F12 G01	16.35 102.35 <hr/> 118.70
1754988 HIS HIGH PLACES, INC PO BOX 1418 BOONE, NC 28607	RE 2016 1887-55-8426-000 TAX RELEASES SHOULD HAVE BEEN EXEMPT RELIGIOUS	2989	11/30/2016	F12	5970	0 F12 G01 SWF	232.25 1,453.89 80.00 <hr/> 1,766.14
1520037 HUNAN OF HIGH COUNTRY INC 214 SOUTHGATE DR BOONE, NC 28607	PP 2016 520037999 TAX RELEASES BUSINESS SOLD	2325	11/30/2016	C02	5969	0 G01 C02	58.94 77.20 <hr/> 136.14
1540196 ROY TRIPLETT PLUMBING INC 168 ADAMS ROAD VILAS, NC 286929201	PP 2016 540196999 TAX RELEASES BUSINESS DISOLVED IN 2014	2549	11/30/2016	F07	5963	0 G01 F07	8.33 1.33 <hr/> 9.66

11/30/2016 15:33
Larry.Warren

WATAUGA COUNTY
RELEASES - 11/01/2016 TO 11/30/2016

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OWNER NAME AND ADDRESS	CAT YEAR PROPERTY REASON	BILL	EFF DATE	JUR	REF NO	VALUE CHARGE	AMOUNT
1600650 SEW AND SO EMBROIDERY AND SCREEN PRINTING 6600 OLD HWY 421 ZIONVILLE, NC 28698	PP 2016 600650999 TAX RELEASES BUSINESS IN ZIONVILLE F06	3209	11/30/2016	C02	5961	0 C02	105.19
1762261 THOMAS D WAITE AND ANNMARIE V WAITE TR WAITE, THOMAS D 2240 FRONT ST APT 103 MELBOURNE, FL 32901	RE 2016 2809-67-7169-000 REFUND RELEASE RELEASE AND REBILL HOUSE WAS PLACED ON INCORRECT PARCEL	24320	11/30/2016	F02	5978	0 F02 G01	21.12 110.18 <hr/> 131.30
1340975 TRIVETTE, IRENE L 2185 SILVERSTONE ROAD ZIONVILLE, NC 28698	PP 2016 309935800 TAX RELEASES STORAGE BUILDING	1741	11/30/2016	F06	5967	0 SWF	80.00
1753354 VFS LEASING CO 1611 N INTERSTATE 35 E STE 428 CARROLLTON, TX 75006	PP 2016 1417 TAX RELEASES EQUIPMENT NO LONGER IN WATAUGA COUNTY	729	11/30/2016	F09	5973	0 F09 G01	56.13 351.34 <hr/> 407.47
1600719 WALSH, L SCOTT WALSH, LINDA G PO BOX 696 BLOWING ROCK, NC 28605	RE 2015 2807-99-6749-000 REFUND RELEASE INCORRECT VALUE	23754	11/30/2016	C03	5974	127,000 G01	397.51
1600719 WALSH, L SCOTT WALSH, LINDA G PO BOX 696 BLOWING ROCK, NC 28605	RE 2016 2807-99-6749-000 TAX RELEASES INCORRECT VALUE	23790	11/30/2016	C03	5975	127,000 G01	397.51
1722536 WEST, DANNY L 807 ROWE KELLER DR BOONE, NC 28607	RE 2016 2809-67-9124-000 TAX RELEASES NO HOUSE ON THIS PARCEL	24322	11/30/2016	F02	5977	0 F02 G01 SWF	221.40 1,154.97 80.00 <hr/> 1,456.37
DETAIL SUMMARY	COUNT: 16	RELEASES - TOTAL				832,400	9,199.50

11/30/2016 15:33
 Larry.Warren

WATAUGA COUNTY
 RELEASES - 11/01/2016 TO 11/30/2016

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RELEASES - CHARGE SUMMARY FOR ALL CLERKS

YEAR	CAT	CHARGE	AMOUNT	
2015	RE	C02	BOONE RE	1,182.85
2015	RE	G01	WATAUGA COUNTY RE	1,300.52
			2015 TOTAL	2,483.37
2016	RE	C02	BOONE RE	1,186.54
2016	RE	F02	BOONE FIRE RE	242.52
2016	RE	F12	BLOWING ROCK FIRE RE	248.60
2016	RE	G01	WATAUGA COUNTY RE	4,138.19
2016	RE	SWF	SANITATION USER FEE	160.00
2016	PP	C02	BOONE PP	182.39
2016	PP	F07	COVE CREEK FIRE PP	1.58
2016	PP	F09	MEAT CAMP FIRE PP	56.13
2016	PP	G01	WATAUGA COUNTY PP	420.18
2016	PP	SWF	SANITATION USER FEE	80.00
			2016 TOTAL	6,716.13
			SUMMARY TOTAL	9,199.50

11/30/2016 15:33
Larry.Warren

WATAUGA COUNTY
RELEASES - 11/01/2016 TO 11/30/2016

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RELEASES - JURISDICTION SUMMARY FOR ALL CLERKS

JUR	YEAR	CHARGE	AMOUNT
C02	2015	C02 BOONE RE	1,182.85
C02	2015	G01 WATAUGA COUNTY RE	903.01
C02	2016	C02 BOONE PP	1,368.93
C02	2016	G01 WATAUGA COUNTY RE	964.77
C02 TOTAL			4,419.56
C03	2015	G01 WATAUGA COUNTY RE	397.51
C03	2016	G01 WATAUGA COUNTY RE	397.51
C03 TOTAL			795.02
F02	2016	F02 BOONE FIRE RE	242.52
F02	2016	G01 WATAUGA COUNTY RE	1,265.15
F02	2016	SWF SANITATION USER FEE	80.00
F02 TOTAL			1,587.67
F06	2016	SWF SANITATION USER FEE	80.00
F06 TOTAL			80.00
F07	2016	F07 COVE CREEK FIRE PP	1.58
F07	2016	G01 WATAUGA COUNTY PP	9.90
F07 TOTAL			11.48
F09	2016	F09 MEAT CAMP FIRE PP	56.13
F09	2016	G01 WATAUGA COUNTY RE	364.80
F09 TOTAL			420.93
F12	2016	F12 BLOWING ROCK FIRE RE	248.60
F12	2016	G01 WATAUGA COUNTY RE	1,556.24
F12	2016	SWF SANITATION USER FEE	80.00
F12 TOTAL			1,884.84
SUMMARY TOTAL			9,199.50

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AGENDA ITEM 7:

PROPOSED AUDIT CONTRACT FOR FY 2016-2017

MANAGER'S COMMENTS:

Ms. Margaret Pierce, Finance Director, will request the Board approve a contract with Misty Watson, CPA, PA in the amount of \$37,000 for audit services for FY 2016-17. The contract price is the same as last year. Ms. Watson has provided exceptional service and is responsive to staff inquiries and requests.

Board action is required to accept the contract with Misty Watson, CPA, PA in the amount of \$37,000 for audit services for FY 2016-17.



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: Margaret Pierce, Finance Director
SUBJECT: Misty D. Watson, CPA, PA Contract for FY 16-17
DATE: December 8, 2016

Attached is a copy of the fiscal year 2016-17 audit contract with Misty D. Watson, CPA, PA. The contract amount of \$37,000.00 is the same as the prior fiscal year. The funding for this contract is requested in the Finance Department budget for FY 16-17.

Board approval is requested for a contract amount not to exceed \$37,000 with Misty D. Watson, CPA, PA to complete the County's Fiscal Year 16-17 audit.

LGC-205 (Rev. 2017)

CONTRACT TO AUDIT ACCOUNTS

Of Watauga County, North Carolina
Primary Governmental Unit

Discretely Presented Component Unit (DPCU) if applicable

On this 8th day of December, 2016,

Auditor: Misty D Watson, CPA, PA Auditor Mailing Address: PO Box 2122; Boone, NC 28607

Hereinafter referred to as The Auditor

and County Commissioners (Governing Board(s)) of Watauga County, North Carolina
 (Primary Government)

and _____ : hereinafter referred to as the Governmental Unit(s), agree as follows:
 (Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2016, and ending June 30, 2017. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Uniform Guidance for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government*

Contract to Audit Accounts (cont.)

Watauga County, North Carolina

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Auditing Standards. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2017. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent via upload through the current portal address: <http://nctreasurer.slgfd.leapfile.net> Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (**Note: Fees listed on signature pages.**)
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.

Contract to Audit Accounts (cont.)

Watauga County, North Carolina

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract needs to be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract, and then must be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload your amended contract is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit should be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #25 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.

Contract to Audit Accounts (cont.) Watauga County, North Carolina

Primary Governmental Unit

Discretely presented component units if applicable

17. Special provisions should be limited. Please list any special provisions in an attachment.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2016. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
23. Contractor hereby certifies that Contractor, and all subcontractors, are not on the Iran Final Divestment List ("List") created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58. Contractor shall not utilize any subcontractor that is identified on the List.
25. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

SIGNATURE PAGES FOLLOW

Contract to Audit Accounts (cont.) Watauga County, North Carolina
Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Watauga County, North Carolina - FEES
Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit \$37,000

Preparation of the annual financial Statements N/A

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

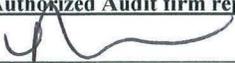
The 75% cap for interim invoice approval for this audit contract is \$ \$27,750

** NA if there is to be no interim billing

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:
Misty D Watson, CPA, PA

Name of Audit Firm
By Misty Watson

Authorized Audit firm representative name: Type or print


Signature of authorized audit firm representative

Date 12/8/16

misty@mistywatsoncpa.com
Email Address of Audit Firm

Governmental Unit Signatures:
Watauga County, North Carolina

Name of Primary Government
By John Welch, Chair

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date _____

By N/A

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson **

Date _____

** If Governmental Unit has no audit committee, mark this section "N/A"

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)
This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By Margaret Pierce

Primary Governmental Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date _____

(Pre-audit Certificate **must be dated.**)

margaret.pierce@watgov.org

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) Watauga County, North Carolina

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

**** This page to only be completed by Discretely Presented Component Units ****

FEES

Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards] _____

Audit _____

Preparation of the annual financial Statements _____

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____

**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By _____

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date _____

By _____

Chair of Audit Committee - Type or print name

**

Signature of Audit Committee Chairperson

Date _____

**** If Governmental Unit has no audit committee, mark this section "N/A"**

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By _____

DPCU Finance Officer:

Type or print name

DPCU Finance Officer Signature

Date _____

(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

Contract to Audit Accounts (cont.) Watauga County, North Carolina

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

Steps to Completing the Audit Contract

1. Complete the Header Information – NEW: If a DPCU is subject to the audit requirements as detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued for the DPCU and is to be included in the Primary Government's audit, the DPCU must be named with the parent government on this Audit contract. The Board chairman of the DPCU also must sign the Audit contract.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 – NEW: Please note that the fee section has been moved to the signature pages, Pages 5 & 6.
6. Item No. 16 – NEW: It is now expected that an engagement letter will be attached to the contract. Has the engagement letter been attached to the contract submitted to the SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *"In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control."*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract will not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the signature pages, please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year's total audit fee. If the contract fee is partially variable, we will compare the authorized interim payment on the contract to 75% of last year's actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: <https://www.nctreasurer.com/slg/Pages/Non-Audit-Services-and-Audit-Fees.aspx> - Auditors and Audit Fees.
Please call or email Darrus Cofield at 919-814-4299 darrus.cofield@nctreasurer.com if you have any questions about the fees on this list.
 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

Contract to Audit Accounts (cont.) Watauga County, North Carolina

Primary Governmental Unit

Discretely Presented Component Units (DPCU) if applicable

- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Send the page(s) that are applicable to your Unit of Government. Make sure all signatures have been obtained, and properly dated. **The contract must be approved by Governing Boards pursuant to G.S. 159-34(a).** NEW - If this contract includes auditing a DPCU that is a Public Authority under the Local Government Budget and Fiscal Control Act it must be named in this Audit contract and the Board chairperson of the DPCU **must also sign** the Audit contract in the area indicated. If the DPCU has a separate Audit, a separate Audit contract is required for the DPCU.
 9. Please place the date the Unit's Governing Board and the DPCU's governing Board (if applicable) approved the audit contract in the space provided.
 - a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit's Governing Board and the DPCU's Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor's signature?
 10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the applicable signature page(s) of the contract.
 11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
 12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to be submitted for approval into a PDF file. Peer Review Reports should be submitted in a separate PDF file. These documents should be submitted using the most current submission process which can be obtained at the NC Treasurer's web site – <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.
 13. NEW: If an audit is unable to be completed by the due date, an Amended Contract should be completed and signed by the unit and auditor, using the new "Amended LGC-205" form (Rev. 2015). The written explanation for the delay is now included on the contract itself to complete, and must be signed by the original parties to the contract.

MISTY D WATSON, CPA, P.A.
CERTIFIED PUBLIC ACCOUNTANT
PO BOX 2122
BOONE, NORTH CAROLINA 28607
TELEPHONE (828) 263-1100

December 8, 2016

To Board of Commissioners and Margaret Pierce

Watauga County
 814 West King Street
 Boone, NC 28607

I am pleased to confirm my understanding of the services I am to provide Watauga County for the year ended June 30, 2017. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Watauga County as of and for the year ended June 30, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Watauga County's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Watauga County's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) LEO Special Separation Allowance Irrevocable Trust – Schedule of Changes in Net Pension Liability
- 3) LEO Special Separation Allowance Irrevocable Trust – Schedule of Employer Contributions
- 4) LEO Special Separation Allowance Irrevocable Trust – Schedule of Net Pension Liability
- 5) Other Postemployment Benefits – Schedule of Funding Progress, Employer Contributions and Required Notes
- 6) Schedule of County's Proportionate Share of Net Pension Liability (Asset) LGERS
- 7) Schedule of County's Contributions LGERS
- 8) Schedule of County's Proportionate Share of Net Pension Liability (Asset) RODSPF
- 9) Schedule of County's Contributions RODSPF

I have also been engaged to report on supplementary information other than RSI that accompanies Watauga County's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole, in a report combined with my auditor's report on the financial statements:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and Individual Fund Statements and Schedules
- 3) Statements of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual
- 4) Other Schedules

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

My audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures I consider necessary to enable us to express such opinions. I will issue written reports upon completion of my Single Audit. My reports will be addressed to Board of Commissioners of Watauga County. I will make reference to Combs, Tennant, and Carpenter, P.C.'s audit of AppalCART in my report on your financial statements. I will also make reference to Misty D Watson, CPA, PA's audit of Watauga County District U Tourism Development Authority in my report on the financial statements. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or

governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. I will include such matters in the reports required for a Single Audit. My responsibility as auditors is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditors.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, I will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that I consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, my tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of Watauga County's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that I also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. My procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Watauga County's major programs. The purpose of these procedures will be to express an opinion on Watauga County's compliance with requirements applicable to each of its major programs in my report on compliance issued pursuant to the Uniform Guidance.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including

award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that I may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that I report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for my review on June 30, 2017.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include my report on the schedule of expenditures of federal awards in any document that contains and indicates that I have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes my report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which I have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits,

or studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by us for testing.

At the conclusion of the engagement, I will complete the appropriate sections of the Data Collection Form that summarizes my audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. I will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

I will provide copies of my reports to the County; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Misty D. Watson, CPA, PA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to North Carolina Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Misty D. Watson, CPA, PA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

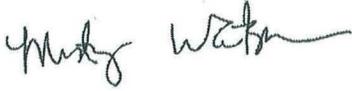
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the North Carolina Local Government Commission. If I am aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately January 2017 and to issue my reports no later than October 31, 2017. Misty Watson is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my gross fee, including expenses, will not exceed \$37,000. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to Watauga County and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let us know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Misty D Watson, CPA, PA

RESPONSE:

This letter correctly sets forth the understanding of Watauga County.

Management signature: _____

Title: _____

Date: _____

Governance signature:

Title:

Date:

AGENDA ITEM 8:

MISCELLANEOUS ADMINISTRATIVE MATTERS

A. Proposed Dates for the Annual Pre-Budget Retreat

MANAGER’S COMMENTS:

Proposed dates for the Annual Pre-Budget Retreat are February 16 and 17 or 23 and 24, 2017, with times proposed as 12–6 P.M. on Thursday and 9 A.M.–12 P.M. on Friday. Two days are required for the Retreat and should the Board wish, times and dates may be adjusted accordingly.

Direction from the Board is requested to set the dates of the Retreat.

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AGENDA ITEM 8:

MISCELLANEOUS ADMINISTRATIVE MATTERS

B. Boards and Commissions

MANAGER'S COMMENTS:

Watauga Medical Center Board of Trustees

The Watauga Medical Center Board of Trustees has recommended Mr. Sam Adams and Mr. Kenneth Wilcox for reappointment and Mr. Jim Deal for appointment as Board Trustees. Each of their terms would be effective January 1, 2017, through December 31, 2019.

Watauga County Nursing Home Community Advisory Committee

The term of Watauga County Adult Care Home Community Advisory Committee member, Ms. Wanda Branch, will expire February 2, 2017. High Country Council of Governments' Ombudsman, Stevie M. John, has nominated Ms. Branch for reappointment. Ms. Branch is willing to continue to serve is so appointed.

The above are all first readings and, therefore, no action is required.

Economic Development Commission

There are two vacancies on the Economic Development Commission. One vacancy is an unfulfilled term expiring June, 2017, and the other is an unfulfilled term expiring June, 2018. Those seats were occupied by individuals who have moved from Watauga County. The EDC has fourteen members; nine are appointees, the other five serve by virtue of their organizations, including one Commissioner. All members vote.

Several volunteer applications have recently been received for various Boards and Commissions and are included in your packet.



Richard G. Sparks, FACHE
President



December 9, 2016

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

Dear Deron:

The Watauga Medical Center, Inc. Board of Trustees at their December 8, 2016 meeting unanimously approved submitting the following names to be considered by the Watauga County Commissioners for appointment to the Board of Trustees:

Mr. Sam Adams
Mr. Jim Deal
Mr. Kenneth Wilcox

The appointment will be three year terms beginning January 1, 2017 and ending December 31, 2019.

Thank you for your assistance with this process and please should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "R. Sparks".

Richard Sparks

Brenda Lyerly
Chair of the Board

Johnny Riddle
Vice-Chair



Chris Jones
Secretary

Valerie Jaynes
Treasurer

468 New Market Blvd.
Boone, NC 28607

www.regiond.org

Voice: 800-735-8262

Phone: 828-265-5434
Fax: 828-265-5439

December 6, 2016

Ms. Anita J. Fogle
Clerk to the Board
814 West King Street
Suite 205
Boone, NC 28607



Dear Ms. Fogle:

The term of appointment of Ms. Wanda Branch to the Watauga County Nursing Home Community Advisory Committee will expire February 2, 2017. She has indicated his desire to be reappointed for an additional three-year term.

Please submit Ms. Branch's name to the Commissioners for their consideration and let me know their decision at your earliest convenience. The request for renomination is attached.

Sincerely,

A handwritten signature in black ink that reads "Stevie M. John".

Stevie M. John
Regional Long Term Care Ombudsman

Enclosure
Renomination form

RENOMINATION FORM

LONG TERM CARE
COMMUNITY ADVISORY COMMITTEE

Nominee Background Information

Name Wanda Branch

Home Address 614 poplar Hill Dr Phone(H) 828-264-2360

Boone, N.C. Zip Code 28607

Business Address SAME - Phone (W) _____

retired Zip Code _____

Email Address wandwbranch@charter.net

Occupation R.N. (retired)

Number of hours available per month for this position as many as required

Education R.N., B.S., Masters Counselor education

Business and civic experience and skills worked as staff nurse ^{34 years} ~~14 years~~ taught

in Nursing program at Caldwell Community College 15 yrs, Director of appalachian District Health Dept. Hospice program 10 years.

Areas of expertise and interest/skills working with elderly, death and dying, grief

Counseling) Interested in helping in some way to ^{continue to} have quality care in Nursing Homes in this area.

THE FOLLOWING PERSONS ARE EXCLUDED BY LEGISLATION FROM SERVING ON THE COMMITTEE:

1. Persons or immediate family member of persons with a financial interest in a home served by a committee.
2. An employee or governing board member or immediate family member of an employee or governing board member of a home served by a committee. (A person paid by a home as a consultant is considered an employee).
3. The immediate family member of a patient in a home served by a committee. An "immediate family member" is defined as mother, father, sister, brother, spouse, child, grandmother, grandfather, and in-laws for the above.

I CERTIFY THAT NONE OF THE EXCLUSIONS LISTED ABOVE APPLY TO ME. I UNDERSTAND THAT I MUST NOTIFY THE OMBUDSMAN IMMEDIATELY IF MY SITUATION CHANGES WITH RESPECT TO THE ABOVE EXCLUSIONS.

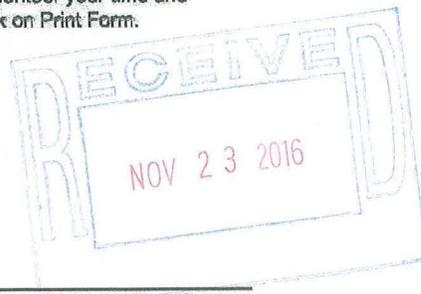
Wanda Branch Date 11/30/16
Signature of Applicant

Nomination form submitted by Steve Jhu LTC ombudsman
Name

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: Christina Bailey
Home Address: 107-1 Marion Cornett Rd.
City: Boone Zip: 28607
Telephone: (H) 828-719-1670 (W) _____ (Fax) _____
Email: Christina.spectrum@gmail.com
Place of Employment: Self employed Massage Therapist
Job Title: Massage Therapist

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

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

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

- | | |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community | <input 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

30

- | | | |
|---|--|--------------------------------|
| 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. Watauga Medical Center Inc. Board of Trustees
2. Juvenile Crime Prevention
3. Recreation Commission

Volunteer Application
Watauga County Boards And Commissions
(Continued)

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

Work
Experience:

I studied Health Promotions at ASU and have lived in Boone for 11 years. I'm passionate about the preventative side of health (emotional, physical, & mental). I am a Massage Therapist, Yoga teacher & community organizer. I direct Village Vision which is a non-profit program under Blue Ridge Women in Agriculture that Celebrates Community, Local Food, & Service.

Volunteer
Experience:

I coached "Girls On The Run", an elementary school program that teaches girls self empowerment while training to run a 5k. I was a mentor for several years through ~~the~~ Western Youth Network's Mentore program. I've done a lot of Massage volunteer work. As listed above I am the volunteer Director of Village Vision.

Other
Experience:

My internship was with the Community Outreach Director of Health & Human Services in Boone. I've planned many fund raisers and service projects over the years w/ various non profits.

Other
Comments:

I love this mountain community and am excited to serve in as many ways that I am needed and useful.!!

Signature:

Date:

11/23/16

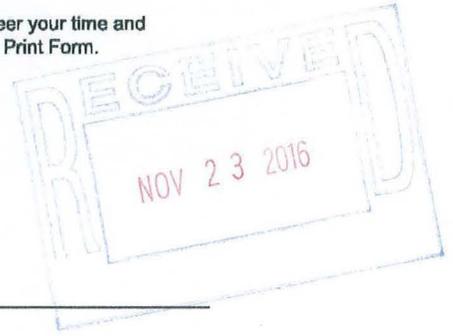
Print Form

Reset Form

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: TIMOTHY PERRI SR.
Home Address: 300 CHERRY DRIVE
City: BOONE Zip: 28607
Telephone: (H) 828-773-8151 (W) 828-262-0500 (Fax) _____
Email: timjperri@gmail.com
Place of Employment: ROD A. VUSOVIC, BANKRUPTCY ATTY.
Job Title: PARALEGAL

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

- Bald Mountain
- New River
- Beaver Dam
- Blue Ridge
- Elk
- Stony Fork
- Brushy Fork
- Meat Camp
- Blowing Rock
- North Fork
- Watauga
- Cove Creek
- Shawneehaw
- Laurel Creek
- Boone

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

- Foscoe-Grandfather Community
- Howards Creek Watershed
- South Fork New River Watershed
- Valle Crucis Historic District
- Winklers Creek Watershed
- Extraterritorial Area

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

- Gender
- Male
 - Female
- Ethnic Background
- African American
 - Caucasian
 - Native American
 - Hispanic
 - Other

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

1. BOONE PLANNING
 2. LIBRARY
 3. BOARD OF ADJUSTMENT
- BOONE

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:

PARALEGAL W/ R. VUSOVIC, ATTY 8/2012 - CURRENT
RECORD/VIDEO/LIFE MANAGER 10/1995 - 7/2012

Volunteer
Experience:

VOLUNTEERED 2-3 TIMES WEEK IN THE '16 ELECTION CAMPAIGN
VOLUNTEERED IN '90 & '92 ELECTIONS IN WATAUGA IN WATAUGA

Other
Experience:

Other
Comments:

I AM EXTREMELY HARD WORKING, SMART, & ORGANIZED AND
I'VE COMMITTED TO BECOME MORE INVOLVED IN THE PARTY AND
COMMUNITY.

Signature: 

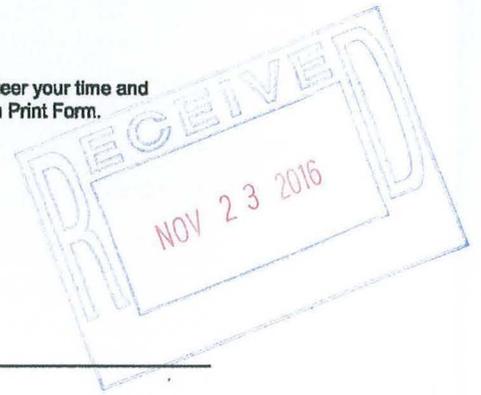
Date: 11/21/16

Print Form

Reset Form

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: Thomas W. (Tom) Fisher
Home Address: 385 Kellwood Drive
City: Boone Zip: 28607
Telephone: (H) 828 262 5451 (W) N/A (Fax) _____
Email: fishertw@appstate.edu
Place of Employment: retired from Appalachian State Univ.
Job Title: former Exec. Director, Educational Outreach and Summer Prog.

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 type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input checked="" 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 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.

- Caldwell Community College Advisory Committee
- Caldwell Community College Board Of Trustees

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:

While working for Appalachian, I led the development of the Appalachian Learning Alliance which extended Appalachian degree completion programs into ten Community Colleges in western North Carolina. I worked closely with leadership at Caldwell CC during the development of the Appalachian State University Center on the CCC& TI main campus and actively promoted undergraduate degree completion and graduate programs in that area.

Volunteer
Experience:

I have been a volunteer in the Boy Scouts of America for over 30 years and have been District Chairman, District Commissioner as well as having chaired over 250 Eagle Scout Boards of Review during the past 25 years in Watauga County.

Other
Experience:

Undergraduate Degree NCSU, Recreation Administration 1973
MA Political Science Appalachian State University 1980
Ed.S Higher Education Administration Appalachian State University, 1988

Other
Comments:

I am interested in serving the people of Watauga County in the area of higher education and in helping bridge the gaps between the university and the community college.

Signature: 

Date: 11-20 2016

Print Form

Reset Form

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: James A Lorello
Home Address: 292 Fieldstream Drive
City: Boone Zip: 28607
Telephone: (H) 727-204-3334 (W) 828-262-2704 (Fax) _____
Email: jalorello@gmail.com
Place of Employment: Appalachian State
Job Title: Assistant Director of Student Conduct

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 checked="" 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"/> Shawneeshaw |
| <input type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input type="radio"/> Boone |

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

- | | |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community | <input 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 |

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

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

1. Juvenile Crime Prevention Council (Jcpc) Juvenile Crime Prevention C
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:

Assistant Director, Office of Student Conduct, Appalachian State- September 2014-Present
Serve as a Conduct Review Officer reviewing and adjudicating student behavior Also serve on the crisis response on the Dean of Students team.
Coordinator, University Housing, Appalachian State - July 2012-September 2014
Hall Director, Office of Residence Life, Georgetown University- June 2011-July 2012

Volunteer Experience:

National Association of Student Personnel Administrators (NASPA), Men and Masculinities Knowledge Community Co-Chair, 2014 - Present
Work on creating initiatives to support college men.
Bradford Park Boys Group
I have volunteered with a local church initiative since 2012 off and on to help support healthy masculinity of a local group.
Men on the Mountain
A student organization at Appalachian State that I advise centered on Mentorship and creating Healthy Masculinity of young men.

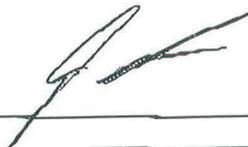
Other Experience:

Education:
Doctor of Education, Educational leadership, UNC Greensboro - Anticipated May 2018
Dissertation Title: Disrupting Masculinity and Patriarchy: Stories of Men in Recovery
My work centers on the development of masculinity and hypermasculinity in young men and the harms this may cause to both themselves and others.
Master of Arts, College Student Development, Appalachian State - May 2011
Bachelor of Arts, Religious Studies; Minor: Anthropology, University of South Florida - May 2009

Other Comments:

Really interested in finding more avenues in the community to continue my work with young men. Currently at Appalachian I am working on initiatives to discuss masculinity with college men, but the real work is with younger groups.

Signature: _____



Date: _____

12/1/16

Print Form

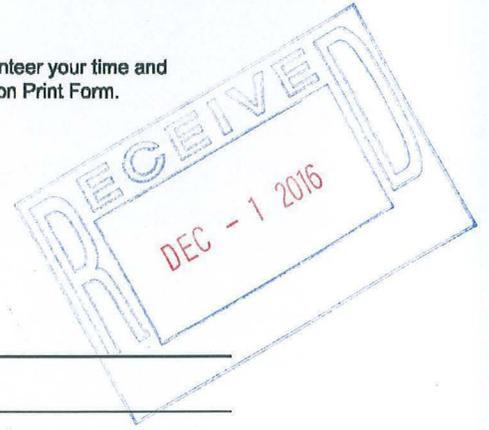
Reset Form

Volunteer Application
Watauga County Boards And Commissions

122016 BCC Meeting

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: Renee Gamble
Home Address: 1807 Vanderpool Rd
City: Vilas Zip: 28692
Telephone: (H) 704 7776922 (W) _____ (Fax) _____
Email: renee.shulman@gmail.com
Place of Employment: ASU + self-employed
Job Title: Administrative Assistant to Faculty Senate + own/manage 3 rental properties in Watauga

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 checked="" type="radio"/> Cove Creek |
| <input type="radio"/> Beaver Dam | <input type="radio"/> Meat Camp | <input type="radio"/> Shawneehaw |
| <input type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input type="radio"/> Boone |

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

- | | |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community | <input 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. Watauga Co. Board of Adjustments
2. Boone Rural Fire Protection
3. Watauga Co. Planning Board
4. Tourism Development Authority
5. Economic Development Commission

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:

Appalachian State University - Administrative Assistant for Faculty Senate
Self-Employed - manage/own 3 rental properties in Watauga
Temple of the High Country - Office Manager
Ultimate Sleep - Assistant Office Manager
UNC Horizons - ~~Paraprofessionals~~ Para-professional Services
Indoor Environmental Systems - Office Manager

Volunteer
Experience:

Ⓢ OASIS + Women's Fund of the Blue Ridge

Other
Experience:

Other
Comments:

I went to college at ASU, moved away for work & then decided to move back. My husband & I have been living & working in Watauga since then (26 years). We plan to stay here the rest of our lives since we love the area & now have steady income from our rental properties. I would like to give back to this area by serving on a local committee, to learn & to help.

Signature: Kee Gall

Date: 11/28/16

Print Form

Reset Form

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
914 West King Street, Suite 205
Boone, NC 28607
Phone: (828) 263-8000
Fax: (828) 264-3230

Name: Louis B. Gallien, Jr
Home Address: 250 Little Harbour Ct.
City: Vilas Zip: 28692
Telephone: (H) 248-828-5307 (W) _____ (Fax) _____
Email: lbgallien@gmail.com
Place of Employment: Appalachian State
Job Title: Professor and former Dean

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"/> Mcat Camp | <input type="radio"/> Shawmooshaw |
| <input type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input checked="" type="radio"/> Boone |

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

- | | |
|--|---|
| <input type="radio"/> Foscoe-Grandfather Community | <input checked="" type="radio"/> Valle Crucis Historic District |
| <input type="radio"/> Howard Creek Watershed | <input type="radio"/> Winder 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 checked="" type="radio"/> Male | <input type="radio"/> African American | <input type="radio"/> Hispanic | |
| <input 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. Valle Crucis Historic Preservation Commission 
2. Caldwell Community College Board Of Trustees 
3. Valle Crucis Community Council 

**Volunteer Application
Watauga County Boards And Commissions
(Continued)**

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

**Work
Experience:**

I have served on numerous historic commissions and one school board.

**Volunteer
Experience:**

Extensive with the Episcopal Church

**Other
Experience:**

**Other
Comments:**

Signature: _____

Date: _____



From: Robert Hoffman, MA, LPCA, Managing Partner
 PIEDMONT COUNSELING & DEVELOPMENT GROUP

Fax: (828)270-3840

Phone: (828)270-3840 x707

FAX

To: WATAUGA COUNTY COMISSIONS OFFICE

Fax: 828.264.3230

Phone:

Pages:

Re: VOLUNTEER APPLICATION PER LARRY TURNBOW

CONFIDENTIAL

Pursuant to Larry Turnbow's request, please find my attached application and summary of qualifications for the EDC.

Thank you,
Robert L. Hoffman

STATEMENT OF CONFIDENTIALITY: The information contained in this facsimile message is a client privileged and confidential information intended only for the use of the individual or entity named above. If the reader of this message IS NOT the intended recipient, you are hereby notified that any dissemination distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please immediately notify us by telephone and return the original message to us at the above address via the US Postal Service. Thank you.

Volunteer Application Watauga County Boards And Commissions

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Please sign and mail or fax to:

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814 West King Street, Suite 205
Boone, NC 28607
Phone: (828) 265-8000
Fax: (828) 284-3230*

Name: _____

Home Address: _____

City: _____ Zip: _____

Telephone: (H) _____ (W) _____ (Fax) _____

Email: _____

Place of Employment: _____

Job Title: _____

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 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 type="radio"/> Female | <input 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:

[Empty text box for Work Experience]

Volunteer
Experience:

[Empty text box for Volunteer Experience]

Other
Experience:

[Empty text box for Other Experience]

Other
Comments:

[Empty text box for Other Comments]

Signature: _____

Date: _____

Print Form

Reset Form

Robert Lowell Hoffman, M.A., LPCA

(917) 696 – 7902 rhoffman@piedmontcdg.com

Experience	Piedmont Counseling and Development Group 2014 – present
	<p><i>Managing Partner and LPCA</i></p> <ul style="list-style-type: none"> • Responsible for the launch and management oversight of new vertically integrated, regional behavioral health practice – all day to day operations, marketing, personnel and internship pipeline in partnership with local universities • Lead design and implementation of Integrated Care with leading ACO system Cornerstone Healthcare (a Wake Forest subsidiary) • Lead oversight of direct to business (non-national) EAP contracts and behavioral health components for on-site employee health clinics with private and public entities for more than 3,000 employees • Paid Lecturer locally to area businesses, government agencies and educational institutions • Paid Consultant advising and leading change around organizational development • Successfully procured, implemented and presently manage meaningful use certified EMR and Practice Management system • Provide counseling services to children/adolescents, adults, and marital/couple units
	Lenoir Rhyne University 2015 – present
	<p><i>Adjunct Professor</i></p> <ul style="list-style-type: none"> • Currently instructing undergraduate students in the psychology department • Designed and teaching course entitled "Race, Gender and Sexual Identity Across the American Religious Landscape" chosen for full year 2016/2017 offering • Employ "flipped class" teaching paradigm • Class cumulative GPA consistently greater than 3.5
	Brookhaven Apparel Group 2011 – 2013
	<p><i>Owner, New York, NY</i></p> <ul style="list-style-type: none"> • Strategically led new business development for proprietary licensed brands Jack & Jinger, Beverly Hills Polo Club, Jackie Rogers and procurement efforts for new licenses Vera Wang, Nicole Miller, and Joseph Abboud • Liaised between manufacturers, licensors, licensees, design and sales to create and execute business plan marketing and pro-formas, P&L projections, and line assortments for brand launches
	The Jones Group 2007 – 2011
	<p><i>Business Unit Manager, New York, NY</i></p> <ul style="list-style-type: none"> • Fortune 500 Manager overseeing \$200mm wholesale and retail portfolio • Successfully led organizational change for department, consolidating 5 locations and streamlining personnel • Designed, implemented, and managed departmental quantitative tools and sales/merchandising systems, streamlining operations, increasing efficiency and accuracy of sales reporting and sell-through performance for \$1B Division • Elected to "RISE" by CEO Wes Card and JAG Excellence Committee – leadership program
	BELINA 2002 – 2006
	<p><i>Partner/Founder, New York, NY</i></p> <ul style="list-style-type: none"> • Founder of successful ladies sportswear firm sold nationwide in Nordstrom • Led strategic turnaround of ailing wholesale business prior to launch of new label; organized and streamlined operations, sales reporting, and merchandising initiatives
Education	
	<p>Montreat College <i>LPC Candidate, M.A. Mental Health Counseling, 2014</i> <i>Chi Sigma Iota Honors Member (3.8 GPA), Commencement Speaker</i></p> <p>Moravian College <i>B.A. English, 2000, Alpha Sigma Lambda Honors Member</i></p>
Service	
	Faith in America 2015 – present
	<i>Co - Chair</i>
	Exodus Homes 2015 – present
	<i>Presently lead coordination of free counseling services for leading area residential facility</i>
	F.E.G.S. -- Suited for Work 2007 – 2011
	<i>Voluntary Advisory Committee Member (Chair, 2008 – 09), New York, NY</i>
	<i>Led voluntary committee responsible for clothing thousands of displaced workers in NYC region</i>

Volunteer Application
Watauga County Boards And Commissions

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

Name: Jessica Lorello
Home Address: 292 Fieldstream Drive
City: Boone Zip: 28607
Telephone: (H) 9103748468 (W) (Fax)
Email: jessica.lorello@gmail.com
Place of Employment: Appalachian State University
Job Title: Director, University Tutorial Services

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

- Radio button options for townships: Bald Mountain, New River, Beaver Dam, Blue Ridge, Elk, Story Fork, Brushy Fork, Meat Camp, Blowing Rock, North Fork, Watauga, Cove Creek, Shenneshaw, Laurel Creek, Boone.

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

- Radio button options for areas: Foscoe-Grandfather Community, Howards Creek Watershed, South Fork New River Watershed, Valle Crucis Historic District, Winklers Creek Watershed, Extraterritorial Area.

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

- Gender: Male, Female
Ethnic Background: African American, Caucasian, Native American, Hispanic, Other

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

- 1. Economic Development Commission
2. Watauga County Planning Board
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:

Director, University Tutorial Services at Appalachian State - current
Catering Manager, Reid's Catering - current
Wedding Coordinator, Events by Elizabeth Ashley - current
Assistant Director, International Student and Scholar Services at Appalachian State
University - August 2012-January 2014

Volunteer
Experience:

Festival of Trees Planning Committee in support of WYN
Previous Community Care Clinic Volunteer

Other
Experience:

Other
Comments:

I have lived in Boone for 6 years, as a graduate student, and now as an active community member. I am invested in this town, and this county to make sure it is the best for those who reside here. Boone has become home for me and I would like to take an active part in the place that I call home.

Signature: _____

Date: _____



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: Tina Houston

Home Address: 920 Odes Wilson Road

City: Zionville Zip: 28698

Telephone: (H) 8282976955 (W) 8282689600 (Fax) 8288989200

Email: tinahouston71@gmail.com

Place of Employment: Reids Cafe & Catering Co.

Job Title: Owner/Operator

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

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

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

- | | |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community | <input 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 checked="" type="radio"/> Extraterritorial Area |

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

- | | |
|---|--|
| Gender | Ethnic Background |
| <input type="radio"/> Male | <input type="radio"/> African American |
| <input checked="" type="radio"/> Female | <input type="radio"/> Hispanic |
| | <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. Watauga County Tourism Development Authority
2. Recreation Commission
3. Juvenile Crime Prevention Council (Jcpc) Juvenile Crime Prevention Cou

**Watauga County Boards And Commissions
(Continued)**

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

**Work
Experience:**

I have been self-employed for the previous twenty years in the hospitality industry. My company: employees 9 full-time year round staff and 28 part-time seasonal staff and offers internship programs to culinary students from the southeast. My career/ company bridges the private sector, works with many local non-profits, local agencies and with/within Appalachian State University.
I firmly believe a happy, well supported community and local government offers the opportunity for positive growth in: education, safe neighborhoods, the arts, available recreation, local food systems, strong economic viability and as a steward mountains that we call home.

**Volunteer
Experience:**

My 24 years in Boone have been spent supporting the following non-profits/events:
+Mountain Alliance, 13 years/Board Member/Board Chair
+Watauga Youth Network, 3.5 years/Board Member
+Two River Community School, 4 years/Board Member
+Mountain Pathways Montessori School, 4.5 years/Board Member
+Habitat for Humanity, events
+Children's Council, events
+High Country Recreation Summit, events

**Other
Experience:**

**Other
Comments:**

I love my community and feel passionate about all it has to offer and look forward to offering my time and energy in whatever capacity is most helpful.

Signature: _____

Date: _____

Print Form

Reset Form

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) 284-3230*

Name: PATRICIA PARISH
Home Address: 1957 PEORIA ROAD
City: SUGAR GROVE Zip: 28679
Telephone: (H) 297-5388 (W) 963-8833 (Fax) 963-8833
Email: PPARISH@SKYBEST.COM
Place of Employment: STONEY CREEK REALTY
Job Title: BROKER/OWNER

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 checked="" type="radio"/> Beaver Dam | <input type="radio"/> Meat Camp | <input type="radio"/> Shawneehaw |
| <input type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input type="radio"/> Boone |

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

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

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

- | | |
|---|--|
| Gender | Ethnic Background |
| <input type="radio"/> Male | <input type="radio"/> African American |
| <input checked="" type="radio"/> Female | <input type="radio"/> Hispanic |
| | <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. Watauga County Tourism Development Authority
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:

OWNER- STONEY CREEK ANTIQUES- 1979-PRESENT
BROKER @ CENTURY 21-ELLIOT PROPERTIES-1996-2006
BROKER/OWNER-STONEY CREEK REALTY- 2006-PRESENT

Volunteer
Experience:

VALLE CRUCIS SCHOOL CLASSROOM VOLUNTEER -1984-1987
BLOWING ROCK SCHOOL CLASSROOM VOLUNTEER-1988-1994
MEALS ON WHEELS VOLUNTEER- 2000-2002
WATAUGA/AVERY BOARD OF REALTORS-COMMUNITY ACTION COMMITTEE-
1998-2008

Other
Experience:

MY HUSBAND AND I OWN HIGHWAY ROBBERY IN DOWNTOWN BOONE AND
HAVE BEEN IN BUSINESS THERE SINCE THE FALL OF 1971.

Other
Comments:

Signature:

Patricia Parish

Date:

12-13-16

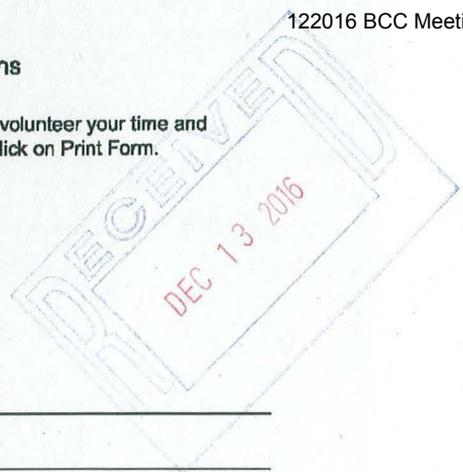
Print Form

Reset Form

Volunteer Application Watauga County Boards And Commissions

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



Name: Lisa Cooper
Home Address: 223 Sycamore Trail
City: Banner Elk, NC Zip: 28604
Telephone: (H)828-963-6072 (W)828-963-6511 (Fax)828-963-7005
Email: lisa@mastgeneralstore.com
Place of Employment: Mast General Store
Job Title: President

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 checked="" type="radio"/> Shawneehaw |
| <input type="radio"/> Blue Ridge | <input type="radio"/> Blowing Rock | <input type="radio"/> Laurel Creek |
| <input type="radio"/> Elk | <input type="radio"/> North Fork | <input type="radio"/> Boone |

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

- | | |
|--|--|
| <input type="radio"/> Foscoe-Grandfather Community | <input 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 |

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- | | | |
|---|--|--------------------------------|
| 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. Watauga County Tourism Development Authority
2.
3.

**Volunteer Application
Watauga County Boards And Commissions
(Continued)**

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

**Work
Experience:**

I am currently serving as the President of Mast General Store. I am currently serving on the Wells fargo local board,

**Volunteer
Experience:**

Volunteer board experience.
Watauga County TDA board 7 years
Watauga Community Foundation 3 years
NCSSM Board of Trustees current
Holy Cross Church vestry 3 years

**Other
Experience:**

My commitment to the community has always been strong. I have three children and raising them has been one of my biggest life experiences. This has helped guide me to be involved in the community and give back where possible.

I have always looked back with pride at the commitment we had as we developed the Watauga TDA from the start. I would be proud to be back on the board

**Other
Comments:**

Signature: _____

Date: _____

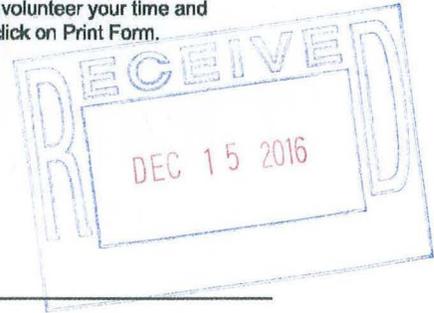
Print Form

Reset Form

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: Matthew Lucas
Home Address: 1220-2 Aho Rd
City: Blowing Rock Zip: 28605
Telephone: (H) 828-263-7614 (W) 828-355-5526 (Fax) _____
Email: mlucas@overmountainstudios.com
Place of Employment: Overmountain Studios
Job Title: Director of Marketing

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 type="radio"/> Blue Ridge | <input checked="" 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 checked="" type="radio"/> Male | <input type="radio"/> African American | <input type="radio"/> Hispanic |
| <input 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. Social Services Board
2. Watauga County Tourism Development Authority
3. Library Board

Volunteer Application
Watauga County Boards And Commissions
(Continued)

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

Work Experience:

I am currently the Director of Marketing at Overmountain Studios, Inc, a locally owned and operated corporation. Previously, I worked in the Reservations Office at Appalachian Ski Mountain.

Volunteer Experience:

I am the social media coordinator for Quiet Givers, a local non-profit that works with other area charities and organizations to help fill gaps in community needs. We are a collaborative organization that crowd-sources needs by working with other groups, charities, and anonymous donors to get needs filled in a timely manner. As social media coordinator, I am the gatekeeper between our partner organizations and the public, corresponding with other organization to find the best solution for the needs, then passing them along to the public to fill through Facebook, email newsletters, and our website. We also serve meals at the Cove Creek Community Center every 5th Thursday through the Western Watauga Food Outreach. In addition, I have volunteered at the Back 2 School Festival, for which I also organized fundraisers with local businesses through Quiet Givers.

Other Experience:

I was a Tweetsie cowboy for nine years, during which time I met and formed relationships with many members of the community. My theatrical background has given me strong social and networking skills, and a wide variety of acquaintances. I have also worked as a professional film critic since 2004, and my work has been published in the Lexington Dispatch for 12 years now. I minored in English in college at ASU, which has helped me develop strong writing and communication skills. I have also done education internships/field experience at Blowing Rock Elementary and Reeds Elementary School in Lexington, NC.

Other Comments:

Although there are only three spots listed, I would be willing to serve on any board for which the Commission feels I am qualified.

Signature:



Date:

12/12/16

Print Form

Reset Form

AGENDA ITEM 8:

MISCELLANEOUS ADMINISTRATIVE MATTERS

C. Announcements

MANAGER'S COMMENTS:

County Manager Geouque announced that the January 3, 2017, Board of Commissioners meeting has been cancelled. The next regular meeting of the Board will be on January 17, 2017, at 5:30 P.M.

AGENDA ITEM 9:

PUBLIC COMMENT

AGENDA ITEM 10:

BREAK

AGENDA ITEM 11:

CLOSED SESSION

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