

BURNSVILLE TOWN COUNCIL
AGENDA
Regular Meeting - Thursday, May 2, 2024, 6pm
Burnsville Town Hall

1. Adoption of Agenda
2. Public Comment
3. Consideration of Minutes
 - a. Regular meeting held on April 4, 2024
 - b. Closed session meeting held on April 4, 2024
 - c. Special Meeting held on April 22, 2024
4. Public Hearings
5. Presentations
 - a. Mountain biking opportunities, Chris Sutton
6. Proclamations
 - a. International Firefighters Day
 - b. Police Appreciation Week
 - c. Public Works Appreciation Week
7. Manager's Update - Heather Hockaday
 - a. Project updates
 - i. Lead service line
 - b. Resolution of tentative award for Water Treatment Plant project
 - c. Review Planning Board's written recommendation amending the text of the Zoning Ordinance Section 1106, Board of Adjustment
 - i. Call for a public hearing on proposed text amendment
 - d. Consideration of a letter of support for Advent Health for an additional 26 beds
 - e. Tax Report
8. Department Updates
 - a. Public Works - Shane Dale
 - i. Consider Local Water Supply Plan resolution
 - b. Finance - Leslie Crowder
 - i. Budget vs. Actual, previously provided to Council
 - ii. Consideration of audit contract
 - iii. Project Ordinance - Water Treatment Plant Improvements
 - c. Fire Department - Niles Howell
 - d. Police Department - Brian Buchanan
 - e. Zoning/Code Enforcement - Brian Buchanan
 - f. Burnsville Town Center - Corbin Cooper
9. Council Members' Reports
10. Updates from Advisory Boards and Non-Profits
 - a. Yancey/Burnsville Chamber of Commerce
 - b. High Country Council of Governments
11. Closed Session
12. Next Town Council Meeting - Regular meeting on May 2, 2024, 6pm
Budget Meeting on May 28, 10am
13. Adjourn

BURNSVILLE TOWN COUNCIL
Regular Meeting - Thursday, April 4, 2024, 6pm
Burnsville Town Hall

On Thursday, April 4, 2024, at 6pm, the Burnsville Town Council with Mayor Russell Fox and members Judy Buchanan, Denise Collier, and Randy Ollis present, held a regular meeting at the Burnsville Town Hall. Bill Wheeler was absent. Also in attendance were town staff members Heather Hockaday, Shane Dale, Brian Buchanan, Niles Howell, Leslie Crowder, Chad Fox, Corbin Cooper and several visitors. Mayor Russell Fox called the meeting to order at 6pm and stated that the purpose of the meeting was to conduct regular business for the month of April 2024.

Adoption of the agenda - Judy Buchanan moved to adopt the agenda as presented. Denise Collier seconded the motion, which carried. All were in agreement.

Public Comment

- Grace Collins said that she was representing residents from the neighborhood and wanted to voice their concerns about trees on the square. She said that recent pruning to the maples outside of Town Hall were not done by a certified tree arborist. She mentioned ways that tree topping is harmful and a local tree arborist. She said that going forward the group of concerned citizens would like to work with the Town to organize an amendment to further protect trees.
- Lucy Doll suggested taking down the trees, letting crafters make crafts out of the wood, and planting a more appropriate tree in their place.

She also mentioned the integrity of neighborhoods and said that the best way is to have a front porch. She said that a nearby streetlight is too bright, too high, and lights up more than just the street, interrupting the enjoyment of her front porch.

- Joe Ventrice from the American Red Cross, thanked all who participated in a recent Battle of the Badges. He mentioned staff changes at the Asheville office and recent smoke detector installations.

Consideration of Minutes - Minutes from a regular meeting held on March 7, 2024 and a special meeting held on March 28, 2024 were considered. Randy Ollis made a motion to approve all minutes as read. Judy Buchanan seconded the motion, which carried. All were in agreement.

Minutes from closed session meetings held on March 7, 2024 and March 28, 2024 were distributed and signed by all during the meeting.

Public Hearings - There was no public hearing.

Presentations

- AM/CI Plan & Rate Study - Mike Dowd & Dale Schepers from McGill Associates presented an updated *Water And Wastewater Asset Management And Capital Improvements Plan* and rate study. Mike Dowd began and covered topics such as population projections, the effect on flow and demand projections, water treatment capacity vs. demand, wastewater treatment plant capacity vs. projected flows, and an asset inventory update. He then reviewed system deficiencies, priority projects, and the schedule of projects on the Capital Improvements Plan.

Dale Schepers, a financial analyst, spoke at length about the Financial Model and Rate

Study to better help decision making and to encourage the responsible and sustainable maintenance of the utility system. He explained several metrics that are taken into account when modeling costs over the next ten years. He reviewed revenue requirements at current rates and ran through two rate recommendation scenarios. The first calculated a 7% increase across the board. The second calculated revenues with a volume reduction to the minimum charge.

Judy Buchanan made a motion to approve the *Water And Wastewater Asset Management And Capital Improvements Plan*. Denise Collier seconded the motion, which carried. All were in agreement.

- East Main Sidewalk Feasibility Study - Todd McAulliffe, a planner with engineering firm Aecom, presented the final version of the *Town of Burnsville East Main Street Sidewalk Feasibility Study*. His presentation gave background on the study that includes high-level engineering concepts and cost estimates for a potential sidewalk from Longview Road to Depot Street. The Study will assist the Town in securing possible grants to complete the project. Mr. McAulliffe described the two alternatives that were identified by the Steering Committee with the main difference being the location of the sidewalk east of Indian Trail. He reviewed the preferred alternative, design information, implementation and funding options.
- Emergency Operations Plan - Jeff Howell was present and presented an updated *Yancey Emergency Operations Plan* to each Councilor that addressed specific responsibilities for the Town Council and staff. He also reminded the Council about the emergency alerts.

Recess - Judy Buchanan moved to recess the meeting briefly at 7:34pm. Mayor Fox seconded the motion, which carried unanimously.

Randy Ollis moved to resume the regular Council meeting at 7:41pm. All were in agreement and the regular meeting resumed.

Manager's Update - Town Manager Heather Hockaday

1. Project updates
 - West Main Sewer Interceptor - Mrs. Hockaday reported that contracts for the project were signed this week and the pre-construction meeting will be scheduled soon.
2. Tax Report - Mrs. Hockaday presented a tax report and stated that the delinquent list was advertised in the paper recently.

Clerk's Update

CDBG-I Compliance Plan updates - Town Clerk Chad Fox presented an update to the Citizen Participation Plan and Procurement Policy and Plan for the CDBG-I grant on the West Main Sewer Interceptor Improvements project. Randy Ollis moved to approve the CDBG-I Citizen Participation Plan and Procurement Policy and Plan. Judy Buchanan seconded the motion, which carried. All were in agreement.

ABC Board vacancy - Mayor Fox moved to reappoint Jamie McMahan for a new term to the ABC Board. Judy Buchanan seconded the motion, which carried. All were in agreement.

Department Updates

1. Public Works - Public Works Director Shane Dale
 - a. Consideration of annual mowing contract - Mr. Dale said that he has received bids and Mountain Top Landscaping was the lowest bidder. Judy Buchanan moved to approve the agreement with Mountain Top Landscaping for mowing. Denise Collier

seconded the motion, which carried. Judy Buchanan moved to authorize Town Manager Hockaday to sign the mowing agreement with Mountain Top Landscaping. Denise Collier seconded the motion, which carried unanimously.

2. Finance - Finance Officer Leslie Crowder previously provided a budget vs actual and overtime report and reminded the Council about an upcoming budget meeting on April 22nd at 10am.

3. Fire Department - Fire Chief Niles Howell presented a call summary for the month of March with thirty calls for the month.

He also mentioned his work with several groups on the Community Wildfire Protection Plan, identifying areas of high risk for wildfires. They will be developing a county map identifying the areas of concern and will educate people on how to minimize their risk. He mentioned the receipt of the new pumper truck and modifications that are taking place.

4. Police Department - Police Chief Brian Buchanan presented an activity log and presented a resolution to award Detective Randall Shuford his badge and service weapon, as his retirement nears. Randy Ollis moved to approve the *Resolution Declaring The Badge And Service Weapon Carried By Randall Shuford Be Awarded Them On His Retirement*. Judy Buchanan seconded the motion, which carried. All were in agreement.

5. Zoning/Code Enforcement - Zoning Administrator Brian Buchanan mentioned upcoming items for the Planning Board meeting in April, including a text amendment for the Board of Adjustment.

6. Burnsville Town Center - Town Center Manager Corbin Cooper reported on the more than 20 events coming up in April.

Updates from Advisory Boards and Non-Profits

- There were no updates.

Closed Session

Judy Buchanan moved to leave open session and enter closed session pursuant to NCGS 143-318.11(a)(3) to consult with an attorney retained by the public body and NCGS 143-318.11(a)(6) to conduct Manager & Clerk evaluations at 7:54pm. Denise Collier seconded the motion, which carried. All were in agreement.

Judy Buchanan moved to leave closed session and reenter open session at 8:22pm. Denise Collier seconded the motion, which carried. All were in agreement. No action was taken after re-entering open session.

Next Town Council Meeting - May 2, 2024, 6pm.

Adjourn - With there being no further business, Judy Buchanan moved to adjourn the meeting at 8:23pm, meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

April 4, 2024

3

BURNSVILLE TOWN COUNCIL
Budget Work Session
Monday, April 22, 2024, 10am

On Monday, April 22, 2024, the Burnsville Town Council with Mayor Russell Fox, and members Judy Buchanan, Bill Wheeler, and Randy Ollis present held a special meeting at the Burnsville Town Hall. Councilor Denise Collier was unable to attend. Also in attendance were Town Manager Heather Hockaday, Finance Officer Leslie Crowder, and Town Clerk Chad Fox. Mayor Fox called the meeting to order at 10:02am to conduct a budget work session for FY 2024-2025 budget.

Budget Highlights

Finance Officer Leslie Crowder reviewed budget highlights for the year, covering topics such as property tax, sales tax, allocating funds for street repairs, cost of living (COLA) increases for employees, raising retiree costs, and recommended water & sewer rate increases. Town Manager Heather Hockaday mentioned the recent property taxes revaluations and its potential effect on the Town.

General Fund

Mrs. Hockaday and Finance Officer Leslie Crowder reviewed expenses by department. A draft of the FY 24-25 budget, reflecting projections based on previous meetings held with department heads, was reviewed in its entirety.

Street repair and improvements were discussed, with Mrs. Crowder saying that the draft budget sets aside more money for paving since Powell Bill funds do not provide enough to keep streets maintained. She said that amounts for health insurance and retirement will also need to increase as rates rise and the town begins to pay special separation on a retired law enforcement employee.

The Community Promotions line and funding for the EDC was discussed. A recent request from the EDC Board would increase the amount available to hire a director. Mrs. Hockaday mentioned that the EDC has attempted to hire a director for a long time without success.

Cost of living increases were discussed further as well as the challenges of hiring new employees at rates that do not disrupt current more experienced employees.

Water/Sewer Fund

Water rates and recommendations in the recently updated Capital Improvements Plan on how to keep up with rising costs and infrastructure needs were discussed. The Council was reminded that proper cash flow is necessary to pay invoices as grants on major projects are on a reimbursement basis.

Mrs. Hockaday described the budgeting for operational expenses at the East Yancey Wastewater plant and upcoming changes as the East Yancey system is eventually connected to the Town system.

There was a discussion about the appropriate amount to raise water & sewer rates in order to deal with rising costs and much needed infrastructure upgrades. A recent presentation by a financial analyst and engineer with McGill Associates recommended a 7% increase. The Council instructed Mrs. Crowder to run numbers on a 5% and 7% increase and report back to them at the next budget meeting. The Council was in agreement that several issues will need to be resolved before they are able to make final decisions on taxes, water & sewer rates, and COLA.

May 28th, at 10am was set for another budget meeting.

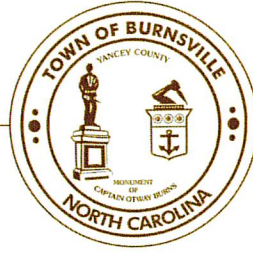
With there being no further business, Judy Buchanan made a motion to adjourn at 12:05pm. All were in agreement and the meeting adjourned.

J. Chad Fox, Town Clerk

T. Russell Fox, Mayor

Russell Fox
Mayor
Heather Hockaday
Town Manager/Attorney
Chad Fox
Town Clerk

Town of Burnsville



Councilors:
Judy Buchanan
Denise Collier
Randy Ollis
Bill Wheeler

International Firefighters Day Proclamation

May 4th, 2024

WHEREAS, International Firefighters' Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served, and to show support and appreciation for those who presently serve; and

WHEREAS, firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors and strangers alike, playing an essential role in the protection of lives and property in our community; and

WHEREAS, the demands of firefighting are accompanied by both personal and physical tolls that all firefighters knowingly accept while risking their lives to protect the lives of others: and

WHEREAS, it is of major importance that we increase our efforts to reduce deaths, injuries, and property losses from fire;

NOW, THEREFORE, BE IT PROCLAIMED, that the Burnsville Town Council observe May 4th, 2024, as *International Firefighters Day* in recognition of our Town, County, and State firefighters, past and present, who, by their faithful and loyal devotion to duties, have rendered invaluable service to our community and its citizens.

IN WITNESS WHEREOF, the Burnsville Town Council has set their hand and caused the seal of the Town of Burnsville, North Carolina to be affixed, this the 2nd day of May, 2024.

Town Seal:

T. Russell Fox, Mayor

Russell Fox
Mayor
Heather Hockaday
Town Manager/Attorney
Chad Fox
Town Clerk

Town of Burnsville



Councilors:
Judy Buchanan
Denise Collier
Randy Ollis
Bill Wheeler

National Police Week Proclamation

May 12–18, 2024

WHEREAS, the Town of Burnsville Town Council supports and recognizes the vital role law enforcement officers have within our communities. These servants and their families make enormous personal sacrifices but have answered their community's call to serve in a profession that comes with inherent danger and at any given time may place them in harms way to secure the well-being of others; and

WHEREAS, law enforcement officers must be highly trained and appropriately resourced to meet the challenges of today. This Council will continue to support and appropriately resource the Burnsville Police Department to meet the growing needs of our Town; and

WHEREAS, as we state our support for our law enforcement officers, it is acknowledged that they build relationships and trust with the residents they serve, protect the innocent, aid those in need, perform their duties in a fair and impartial manner, and remain faithful to their solemn oath; and

NOW, THEREFORE, BE IT PROCLAIMED, that the Burnsville Town Council does hereby designate the week May 12–18, 2024, as National Police Week; an opportunity to commemorate police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities, and in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

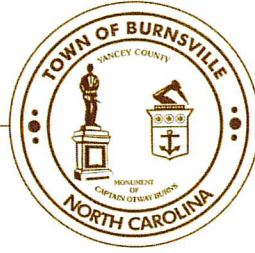
IN WITNESS WHEREOF, the Burnsville Town Council has set their hand and caused the seal of the Town of Burnsville, North Carolina to be affixed, this the 2nd day of May, 2024.

Town Seal:

T. Russell Fox, Mayor

Russell Fox
Mayor
Heather Hockaday
Town Manager/Attorney
Chad Fox
Town Clerk

Town of Burnsville



Councilors:
Judy Buchanan
Denise Collier
Randy Ollis
Bill Wheeler

National Public Works Week Proclamation

May 19-25, 2024

WHEREAS, public works professionals focus on infrastructure, facilities, emergency management, and services that are of vital importance to sustainable and resilient communities, public health, and the well-being of the people of the Town of Burnsville; and,

WHEREAS, these infrastructures, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our community's streets, water supply, water treatment system, wastewater collection and treatment systems, public buildings, and other facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders, and children in the Town of Burnsville to gain knowledge and maintain ongoing interest and understanding of the importance of public works employees and public works programs; and,

NOW, THEREFORE, BE IT PROCLAIMED, that that the Burnsville Town Council does hereby designate the week May 19–25, 2024, as National Public Works Week; all citizens are encouraged to reflect on the importance of the contributions our public works employees make to protecting our community's health, safety, and quality of life.

IN WITNESS WHEREOF, the Burnsville Town Council has set their hand and caused the seal of the Town of Burnsville, North Carolina to be affixed, this the 2nd day of May, 2024.

Town Seal:

T. Russell Fox, Mayor

**BURNSVILLE PLANNING BOARD RECOMMENDATION
TO AMEND THE TEXT OF THE TOWN OF BURNSVILLE'S ZONING ORDINANCE:
A TEXT AMENDMENT TO ARTICLE 11, SECTION 1106 TOWN OF BURNSVILLE BOARD OF
ADJUSTMENT (BOA)**

WHEREAS, on March 7, 2024 the Burnsville Town Council referred to the Burnsville Planning Board a proposed text amendment to Article 11, Section 1106 of the Burnsville Zoning Ordinance entitled "Board of Adjustment" (hereinafter BOA). The text amendment will be to the first paragraph of the section establishing a Zoning Board of Adjustment (see attached proposed amendments); and

WHEREAS, the Zoning Administrator for the Town of Burnsville presented to the Planning Board, at their regularly scheduled board meeting on April 9, 2024, the proposed text amendment for their review and comment; and

WHEREAS, upon review of the proposed text amendment and pursuant to Article 14, section 1402 of the Burnsville Zoning Ordinance and N.C.G.S §160D-604 the Burnsville Planning Board shall advise, comment and make written recommendation to the Town Council regarding the adoption of the proposed text amendments and whether the proposed amendments are consistent with any comprehensive land use plan that has been adopted by the Town Council; and


WHEREAS, the Burnsville Planning Board recommends , does NOT recommend that the Burnsville Town Council approve the text amendments by a vote of 5 to 0.

NOW, THEREFORE, THE BURNSVILLE PLANNING BOARD HEREBY RECOMMENDS AS FOLLOWS:

1. That the proposed text amendment to Article 11, Section 1106 establishing a Zoning Board of Adjustment are statutorily required pursuant to N.C.G.S. 160D-302 and consistent with the provisions of said North Carolina General Statute.
2. The proposed text amendment is reasonable and in the public interest and is not inconsistent with the goals and recommendations of the Burnsville Comprehensive Land Use Plan 2021.
3. That the Planning Board recommends , does NOT recommend that the Burnsville Town Council approve the proposed text amendments to the Zoning Ordinance

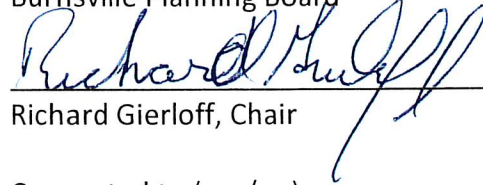
This the 9th day of April, 2024.

ATTEST:



Brian Buchanan, Clerk

Burnsville Planning Board



Richard Gierloff, Chair

Consented to (yes/no):

Planning Board Members:

Richard Gierloff-	<u>YES</u>
Martin Stankus-	<u>YES</u>
Teresa Brown-	<u>YES</u>
Greg Yuzuik-	<u>YES</u>
Jeanne Martin-	<u>YES</u>

Alternates (if applicable):

Paul Bradley-	_____
Jerri Storie-	_____
Cherie Turner-	_____

PROPOSED TEXT AMENDMENT

Article 11, Section 1106-Zoning Board of Adjustment (BOA):

Pursuant Article 14 (amendments) of the Zoning Ordinance of the Town of Burnsville and in accordance with N.C.G.S. 160D-302, the text of Article 11, Section 1106 establishing a Zoning Board of Adjustment (BOA) is amended to state that the BOA shall consist of 5 members selected and appointed by the Town Council for the Town of Burnsville. A member's primary residence shall be located in Yancey County, North Carolina and they shall own property within the corporate limits of Burnsville, NC. The terms of the members of the BOA shall be 3 years. The initial board member terms shall be staggered so that all member's terms will not expire at the same time. The Chair and two other members shall be appointed to serve 3 year terms and the remaining two seats shall serve 2 year terms. Replacement members may be appointed to serve out the remaining term of vacant seats. Members may be re-appointed for subsequent terms at the discretion of the Town Council. The Town Council will set a compensation rate for BOA members who attend meetings and trainings within the annual Fiscal Budget for the Town that is adopted and published in the Rate and Fee Schedule for the Town of Burnsville.

RESOLUTION FOR APPROVING LOCAL WATER SUPPLY PLAN

WHEREAS, North Carolina General Statute 143-355 (l) requires that each unit of local government that provides public water service or that plans to provide public water service and each large community water system shall, either individually or together with other units of local government and large community water systems, prepare and submit a Local Water Supply Plan; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Local Water Supply Plan for the Town of Burnsville, has been developed and submitted to the Burnsville Town Council for approval; and

WHEREAS, the Burnsville Town Council finds that the Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355 (l) and that it will provide appropriate guidance for the future management of water supplies for the Town of Burnsville, as well as useful information to the Department of Environmental Quality for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Burnsville that the Local Water Supply Plan entitled, Burnsville Local Water Supply Plan dated March 18, 2024, is hereby approved and shall be submitted to the Department of Environmental Quality, Division of Water Resources; and

BE IT FURTHER RESOLVED that the Burnsville Town Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the _____ day of _____, 20_____.

Name: T. Russell Fox

Title: Mayor

Signature: _____

ATTEST:

Burnsville

2023 ▾

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.

1. System Information

Contact Information

Water System Name: Burnsville PWSID: 01-00-010
 Mailing Address: PO BOX 97 Ownership: Municipality
 Burnsville, NC 28714
 Contact Person: Shane Dale Title: Public Works Director
 Phone: 828-682-2420 Cell/Mobile: --
 Secondary Contact: Aaron Miller Phone: 828-682-6868
 Mailing Address: PO Box 97 Cell/Mobile: --
 Burnsville, NC 28714

Complete

Distribution System

Line Type	Size Range (Inches)	Estimated % of lines
Asbestos Cement	4-12	8.00 %
Cast Iron	4-12	30.00 %
Ductile Iron	4-12	32.00 %
Polyvinyl Chloride	2-10	30.00 %

What are the estimated total miles of distribution system lines? 21 Miles
 How many feet of distribution lines were replaced during 2023? 1,000 Feet
 How many feet of new water mains were added during 2023? 0 Feet
 How many meters were replaced in 2023? 75
 How old are the oldest meters in this system? 26 Year(s)
 How many meters for outdoor water use, such as irrigation, are not billed for sewer services? 6
 What is this system's finished water storage capacity? 2.5500 Million Gallons
 Has water pressure been inadequate in any part of the system since last update? *Line breaks that were repaired quickly should not be included.* Yes

Programs

Does this system have a program to work or flush hydrants? Yes, Annually
 Does this system have a valve exercise program? No, As Needed
 Does this system have a cross-connection program? Yes
 Does this system have a program to replace meters? Yes
 Does this system have a plumbing retrofit program? No
 Does this system have an active water conservation public education program? No
 Does this system have a leak detection program? No

Water Conservation

What type of rate structure is used? Increasing Block
 How much reclaimed water does this system use? 0.0000 MGD For how many connections? 0
 Does this system have an interconnection with another system capable of providing water in an emergency? No

2. Water Use Information

Service Area

Sub-Basin(s)	% of Service Population	County(s)	% of Service Population
Nolichucky River (05-1)	100 %	Yancey	100 %

What was the year-round population served in 2023? 3,970
 What was the seasonal population and months served in 2023? (if applicable) 480 (May Jun Jul Aug Sep Oct)
 Has this system acquired another system since last report? No

Water Use by Type

Type of Use	Metered Connections	Metered Average Use (MGD)	Non-Metered Connections	Non-Metered Estimated Use (MGD)
Residential	1,263	0.1990	0	0.0000

Commercial	262	0.1570	0	0.0000
Industrial	4	0.0410	0	0.0000
Institutional	21	0.0310	0	0.0000

How much water was used for system processes (backwash, line cleaning, flushing, etc.)? 0.0350 MGD

3. Water Supply Sources

Monthly Withdrawals & Purchases

	Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)		Average Daily Use (MGD)	Max Day Use (MGD)
Jan	0.7750	0.9860	May	0.7620	0.9870	Sep	0.7880	0.9870
Feb	0.7440	0.9900	Jun	0.7320	0.9910	Oct	0.7520	0.9860
Mar	0.7360	0.9910	Jul	0.7410	0.9870	Nov	0.7360	0.9760
Apr	0.7320	0.9840	Aug	0.7460	0.9880	Dec	0.7540	0.9660



Surface Water Sources

Stream	Reservoir	Average Daily Withdrawal		Maximum Day Withdrawal (MGD)	Available Raw Water Supply		Usable On-Stream Raw Water Supply Storage (MG)
		MGD	Days Used		MGD	* Qualifier	
BOWLENS CREEK (NF)		0.0000	0	0.0000	0.2500	F	0.0000
BOWLENS CREEK (SF)		0.0000	0	0.0000	0.2500	F	0.0000
CANE RIVER		0.7500	365	0.9910	1.4800	F	0.0000

* Qualifier: C=Contract Amount, SY20=20-year Safe Yield, SY50=50-year Safe Yield, F=20% of 7Q10 or other instream flow requirement, CUA=Capacity Use Area Permit

Surface Water Sources (continued)

Stream	Reservoir	Drainage Area (sq mi)	Metered?	Sub-Basin	County	Year Offline	Use Type
BOWLENS CREEK (NF)		2	Yes	Nolichucky River (05-1)	Yancey		Emergency
BOWLENS CREEK (SF)		1	Yes	Nolichucky River (05-1)	Yancey		Emergency
CANE RIVER		47	Yes	Nolichucky River (05-1)	Yancey		Regular

What is this system's off-stream raw water supply storage capacity? 0 Million gallons

Are surface water sources monitored? Yes, Daily

Are you required to maintain minimum flows downstream of its intake or dam? Yes

Does this system anticipate transferring surface water between river basins? No

Water Treatment Plants

Plant Name	Permitted Capacity (MGD)	Is Raw Water Metered?	Is Finished Water Output Metered?	Source
Town of Burnsville	1.0000	Yes	Yes	Cane River / Bowlens Creek

Did average daily water production exceed 80% of approved plant capacity for five consecutive days during 2023? No

If yes, was any water conservation implemented?

Did average daily water production exceed 90% of approved plant capacity for five consecutive days during 2023? No

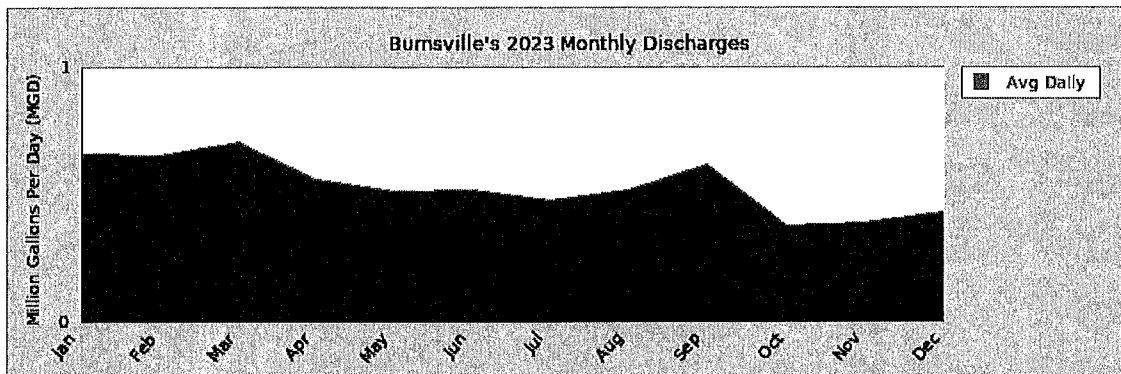
If yes, was any water conservation implemented?

Are peak day demands expected to exceed the water treatment plant capacity in the next 10 years? No

4. Wastewater Information

Monthly Discharges

	Average Daily Discharge (MGD)		Average Daily Discharge (MGD)		Average Daily Discharge (MGD)
Jan	0.6610	May	0.5090	Sep	0.6150
Feb	0.6510	Jun	0.5180	Oct	0.3760
Mar	0.7070	Jul	0.4750	Nov	0.3870
Apr	0.5590	Aug	0.5170	Dec	0.4310



How many sewer connections does this system have? 1,043
 How many water service connections with septic systems does this system have? 499
 Are there plans to build or expand wastewater treatment facilities in the next 10 years? No

Wastewater Permits

Permit Number	Type	Permitted Capacity (MGD)	Design Capacity (MGD)	Average Annual Daily Discharge (MGD)	Maximum Day Discharge (MGD)	Receiving Stream	Receiving Basin
NC0020290	WWTP	0.8000	0.8000	0.4910	4.4000	CANE RIVER	Nolichucky River (05-1)
NC0075965	WTP	0.0480	0.0480	0.0417	0.0480	LITTLE CRABTREE CREEK	Nolichucky River (05-1)

5. Planning

Projections

	2023	2030	2040	2050	2060	2070
Year-Round Population	3,970	4,010	4,040	4,070	4,100	4,130
Seasonal Population	480	490	500	510	520	530
Residential	0.1990	0.2005	0.2020	0.2035	0.2050	0.2065
Commercial	0.1570	0.1600	0.1700	0.1800	0.1900	0.2000
Industrial	0.0410	0.0430	0.0450	0.0470	0.0490	0.0510
Institutional	0.0310	0.0330	0.0350	0.0370	0.0390	0.0410
System Process	0.0350	0.0350	0.0350	0.0350	0.0350	0.0350
Unaccounted-for	0.2870	0.3406	0.3519	0.3632	0.3744	0.3857

The projected unaccounted-for demand was adjusted to 42% of total demand which is the historical median for the period 2019-2023.

Demand v/s Percent of Supply

	2023	2030	2040	2050	2060	2070
Surface Water Supply	1.4800	1.4800	1.4800	1.4800	1.4800	1.4800
Ground Water Supply	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Purchases	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Supplies		0.0000	0.0000	0.0000	0.0000	0.0000
Total Available Supply (MGD)	1.4800	1.4800	1.4800	1.4800	1.4800	1.4800
Service Area Demand	0.7500	0.8121	0.8389	0.8657	0.8924	0.9192
Sales	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Future Sales		0.0000	0.0000	0.0000	0.0000	0.0000
Total Demand (MGD)	0.7500	0.8121	0.8389	0.8657	0.8924	0.9192
Demand as Percent of Supply	51%	55%	57%	58%	60%	62%



The purpose of the above chart is to show a general indication of how the long-term per capita water demand changes over time. The per capita water demand may actually be different than indicated due to seasonal populations and the accuracy of data submitted. Water systems that have calculated long-term per capita water demand based on a methodology that produces different results may submit their information in the notes field.

Your long-term water demand is 50 gallons per capita per day. What demand management practices do you plan to implement to reduce the per capita water demand (i.e. conduct regular water audits, implement a plumbing retrofit program, employ practices such as rainwater harvesting or reclaimed water)? If these practices are covered elsewhere in your plan, indicate where the practices are discussed here.

Are there other demand management practices you will implement to reduce your future supply needs?

What supplies other than the ones listed in future supplies are being considered to meet your future supply needs?

How does the water system intend to implement the demand management and supply planning components above?

Additional Information

Has this system participated in regional water supply or water use planning? No

What major water supply reports or studies were used for planning?

Please describe any other needs or issues regarding your water supply sources, any water system deficiencies or needed improvements (storage, treatment, etc.) or your ability to meet present and future water needs. Include both quantity and quality considerations, as well as financial, technical, managerial, permitting, and compliance issues:

The Division of Water Resources (DWR) provides the data contained within this Local Water Supply Plan (LWSP) as a courtesy and service to our customers. DWR staff does not field verify data. Neither DWR, nor any other party involved in the preparation of this LWSP attests that the data is completely free of errors and omissions. Furthermore, data users are cautioned that LWSPs labeled **PROVISIONAL** have yet to be reviewed by DWR staff. Subsequent review may result in significant revision. Questions regarding the accuracy or limitations of usage of this data should be directed to the water system and/or DWR.



S. Gillespie, P.A.

Certified Public Accountant

April 5, 2024

To the Town Council Members
Town of Burnsville
Town Square
Burnsville, NC 28714

We are pleased to confirm our understanding of the services we are to provide for Town of Burnsville for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, the business activities, the aggregate discretely presented component unit and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of Town of Burnsville as of and for the year ended June 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Town of Burnsville'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 our engagement, we will apply certain limited procedures to Town of Burnsville's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). 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 our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Local Government Employees' Retirement System's Schedules of the Proportionate Share of the Net Pension Asset and Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies Town of Burnsville's financial statements. We will subject the following supplementary information to the auditing procedures applied in our 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 GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual fund statements
- 3) Budgetary schedules

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when

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considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include 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).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; 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 Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We 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 waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS 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 on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorney as part of the engagement, and the attorney may bill you for the inquiry.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Management Override of Controls
2. Improper Revenue Recognition

3. Segregation of Duties

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we 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. Our 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 our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our 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 our 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. Accordingly, we will express no such opinion. However, during the audit, we 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, we will perform tests of Town of Burnsville'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 we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*. The Uniform Guidance requires that we 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. Our 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 Town of Burnsville's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on Town of Burnsville's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, 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 accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, 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.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). 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, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (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 we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

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 of each opinion unit taken 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. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we 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 our review on May 15, 2024.

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, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we 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 our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our 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 we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our 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 Scope and 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 our 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.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Town of Burnsville in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the 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

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

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our 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, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We 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 auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town Council Members; 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 our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of S. Gillespie, 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 the State of North Carolina 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. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of S. Gillespie, PA personnel. Furthermore, upon request, we 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 State of North Carolina. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Sharon Gillespie is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately July 17, 2024.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed **twenty-one thousand seven hundred fifty (\$21,750.00) dollars**. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our 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 we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our 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 engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Town Council Members of Town of Burnsville. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state 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 state 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.

We appreciate the opportunity to be of service to Town of Burnsville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.


Very truly yours,

S. Gillespie, PA

S. Gillespie, PA

RESPONSE:

This letter correctly sets forth the understanding of Town of Burnsville.

Management signature:  _____

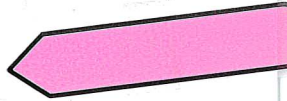
Title: _____

Date: _____

Governance signature:  _____

Title: _____

Date: _____



The of and	Governing Board TOWN COUNCIL MEMBERS
	Primary Government Unit TOWN OF BURNSVILLE
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name S. GILLESPIE, PA
	Auditor Address 29 BEAMS DRIVE SPRUCE PINE, NC 28777

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/24	Date Audit Will Be Submitted to LGC 10/31/24
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). 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 shall 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). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F (Uniform Guidance)* or the State Single Audit Implementation Act. 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 requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

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 State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall 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 unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. 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*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) 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 Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

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 LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') 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 shall 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/her findings, together with his recommendations for improvement. That written report shall 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.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

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. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) 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 shall be submitted in PDF format to the Secretary of the LGC for approval, the invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs 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. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. 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(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) 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 upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final 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 LGC by any interested parties. Any subsequent revisions to these reports shall 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 for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. 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 modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. 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 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. 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 shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. 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.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. 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.

26. 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.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

CHRISTEN ROBERTSON

ACCOUNTANT

christenrobertson@yahoo.com

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	TOWN OF BURNSVILLE
Audit Fee (financial and compliance if applicable)	\$ 16,312.50
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$ 5,437.50
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 21,750

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* S. GILLESPIE, PA	
Authorized Firm Representative (typed or printed)* SHARON GILLESPIE, CPA	Signature* <i>Sharon Gillespie CPA</i>
Date* 04/15/24	Email Address* sharon_gillespie@bellsouth.net

GOVERNMENTAL UNIT

Governmental Unit* TOWN OF BURNSVILLE	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	<i>4/15/24</i>
Mayor/Chairperson (typed or printed)* RUSSEL FOX, MAYOR	Signature* <i>Russel Fox</i>
Date <i>4/15/24</i>	Email Address* mayor@townofburnsville.org

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

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.


Sum Obligated by This Transaction:	\$ 21,750
Primary Governmental Unit Finance Officer* (typed or printed) LESLIE CROWDER, FINANCE OFFICER	Signature* <i>Leslie Crowder</i>
Date of Pre-Audit Certificate* <i>4/15/24</i>	Email Address*

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Budget Officer and the Finance Officer for direction in carrying out this project.

ADOPTED this 5th day of January, 2023.

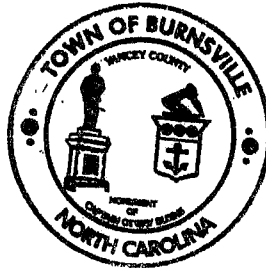


Mayor

ATTEST:



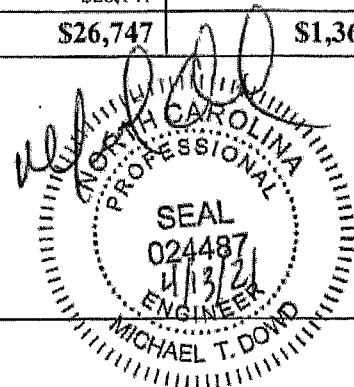
Clerk



Budget (for Construction Projects Only)

	Division Funding Requested	Other Secured Funding Source(s)	Total Cost Amount
Indicate construction costs by line item (e.g., linear feet of different-sized lines)			
Construction Costs			
Mobilization	\$32,600		\$32,600
Water Treatment Plant Equalization Basin and Associated Piping and Valves, Excluding 6" Effluent Line to Sewer System	\$750,000		\$750,000
Water Treatment Plant Settling Basin Trough Improvements	\$10,000		\$10,000
Settling Basin Structural Repairs	\$50,000		\$50,000
Storage Tank Piping Modifications	\$30,000		\$30,000
6" PVC Effluent Line	\$78,750		\$78,750
4' Dia, High Velocity Manhole Constructed Over Existing Sewer Line	\$3,500		\$3,500
Filter Media Replacement	\$75,000		\$75,000
Surface Restoration, Including Drive Repairs, CABC for Shoulders and Parking Lots	\$2,400		\$2,400
Miscellaneous Concrete	\$1,000		\$1,000
Washed Stone Undercut	\$2,500		\$2,500
Rock Excavation and Select Backfill	\$40,000		\$40,000
Raw Water Piping Modifications	\$10,000		\$10,000
<i>Contingency (10% of construction costs):</i>	\$108,600		\$108,600
Construction Subtotal:	\$1,194,350		\$1,194,350
Engineering Costs			
Engineering Design and Surveying	\$45,000		\$45,000
Permitting	\$5,000		\$5,000
ER/EID Preparation	\$13,000		\$13,000
Bidding and Award	\$15,000		\$15,000
Construction Administration and Observation	\$50,000		\$50,000
Engineering Subtotal:	\$128,000		\$128,000
Administration Costs			
Easement Preparation			
Loan Administration (if applicable)	\$10,000		\$10,000
Easement Acquisition / Legal Costs	\$2,000		\$2,000
Other - Geotechnical during construction	\$3,000		\$3,000
Administration Subtotal:	\$15,000		\$15,000
Loan Closing Fee (2%)		\$26,747	\$26,747
TOTAL PROJECT COST:	\$1,337,350	\$26,747	\$1,364,097

A PE Seal for the estimate must be provided in the space to the right for the application to be considered complete.



Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



Larry Fontaine
Secretary

Jeff Whitson
Treasurer

468 New Market Blvd.
Boone, NC 28607

www.hccog.org

Phone: 828-265-5434

Fax: 828-265-5439

Executive Board Meeting
April 15, 2024 | 7:00 p.m.
High Country COG Board Room

I. CALL TO ORDER AND INVOCATION

Doug Matheson, Executive Board Chairman

II. CONSIDERATION OF MARCH 2024 MINUTES [ACTION]

Doug Matheson, Executive Board Chairman

III. FINANCIAL MATTERS

Julie Page, Finance Officer

- Financial Highlights as of March 31, 2024 [ACTION]
- Project Ordinance [ACTION]
- Contract & Engagement Letter for Audit

IV. BLUE RIDGE WOMEN IN AGRICULTURE PROGRAM UPDATES AND EXPANSION

10 MINUTES

Liz Whiteman, ED, Blue Ridge Women in Agriculture

V. GIS UPDATES & SERVICES

10 MINUTES

Jessica Welborn, GISP, GIS Planner HCCOG

VI. OMBUDSMAN ANNUAL REPORT

15 MINUTES

Stevie Welborn, Regional Ombudsman

VII. CONSIDERATION OF 2024 HCCOG LEGISLATIVE PRIORITIES [ACTION]

VIII. REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR

Julie Wiggins, Executive Director

IX. BOARD MEMBER COMMENTS

X. CHAIRMAN'S COMMENTS

XI. OTHER BUSINESS

XII. PUBLIC COMMENT

XIII. ADJOURNMENT [ACTION]

**HIGH COUNTRY COUNCIL OF GOVERNMENTS
EXECUTIVE BOARD MEETING
MARCH 18, 2024
MINUTES**

The Executive Board of the High Country Council of Governments (HCCOG) met March 18, 2024, 7:00 pm in the HCCOG Board Room in Boone. The following members were present: Charles Vines, Stoney Greene, Todd McNeil, Timmy Evans, Otis Church, William Wheeler, Larry Fontaine, Jeff Whitson, Harley Masters, Rocky Buchanan, Wes Brinegar, Tim Futrelle, Tom Hartman, Ray Russell, Paul Robinson, Dennis Aldridge, Doug Matheson, Jeff Hedrick. Guests present: Dr. Patricia Mitchell, Mr. Matt Raker. Staff present: Julie Wiggins, Cory Osborne, Zack Green, Julie Page, and Linda Slade.

CALL TO ORDER AND INVOCATION

Chairman Matheson called the meeting to order and welcomed attendees. Wes Brinegar led the Pledge of Allegiance and Charles Vines offered the invocation.

CONSIDERATION OF MINUTES

Stoney Greene moved to accept the minutes of the February 19, 2024 meeting, seconded by Tim Futrelle, the motion carried.

FINANCIAL HIGHLIGHTS

Julie Page, Finance Officer presented the Financial Highlights as of February 29, 2024. Ms. Page also presented Budget Amendment #4 which showed an adjustment in the Workforce Development fund. Todd McNeill moved to accept the Financial Report, seconded by Stoney Greene. The motion carried. Charles Vines moved to accept Budget Amendment #4, seconded by Otis Church, the motion carried.

RECESS OF HCCOG EXECUTIVE BOARD SESSION AND CONVENING OF REGION D DEVELOPMENT CORPORATION

Stoney Greene moved to recess the Executive Board Session and convene Region D Development Corporation, seconded by Jeff Whitson. Motion carried. Chris Grubb introduced guest speaker Matt Raker with Mountain BizWorks who updated the Board on Mountain Biz Works work in Region D noting 57 loans made in all 7 counties totaling \$3.5 million. Mr. Raker thanked the Corporation for its past investment and answered questions regarding the request to renew the loan. Tom Hartman moved to renew \$40K investment for another 7 years at 3% interest. Seconded by Todd McNeill, the motion carried.

CLOSING OF REGION D DEVELOPMENT CORPORATION AND OPENING OF THE HCCOG EXECUTIVE SESSION

Stoney Greene moved to close the Region D Development Corporation and reconvene the HCCOG Executive Session. Seconded by Charles Vines. The motion carried.

APPALACHIAN STATE UNIVERSITY MPA PROGRAM RECRUITMENT PRESENTATION

Dr. Patricia Miller, CEcD, Department of Government & Justice Studies at ASU spoke on the Master of Public Administration program which is now accepting applications for Boone and

Hickory classes for the 2024-2025 academic year. Dr. Miller encouraged members to share this information with those they feel might be interested.

GIS UPDATES & SERVICES

This presentation will be moved to the April meeting due to the illness of the presenting staff member.

SUPPORT OF AFFORDABLE CONNECTIVITY PROGRAM RESOLUTION

Corey Osborne, Director of Economic Recovery and Resilience reviewed the proposed resolution to encourage Congress to extend the Affordable Connectivity Program. After discussion and questions, Wes Brinegar moved to support the Resolution, seconded by Tim Futrelle. The motion carried.

RESOLUTION TO UPDATE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDDS) PLAN

Chris Grubb, Director of Planning and Development reviewed the Resolution to update the CEDDS plan, noting there are no changes or updates to the current plan. Stoney Greene moved to accept the resolution, seconded by Charles Vines, the motion carried.

REPORT FROM THE ADVISORY COMMITTEE & EXECUTIVE DIRECTOR

Ms. Wiggins reported that the Annual Banquet date will be Friday, October 4 at Appalachian State University. Ms. Wiggins discussed the sponsorship packet and asked for suggestions for potential sponsors. After reviewing the legislative priorities, Ms. Wiggins indicated that an updated copy will be presented at the next Executive Board meeting. Members were reminded of photos (individual and group) at the April 15 meeting.

BOARD MEMBER COMMENTS

Wes Brinegar informed the Board of his resignation as Mayor of the Town of Sparta and expressed appreciation of the privilege to serve the past several years. Members thanked Mr. Brinegar for his service and dedication to the Board.

CHAIRMAN COMMENTS

Chairman Matheson recognized former Chair, Todd McNeill for his service to the Board as Chairman and presented him with the Past Chair gavel. Members also gave their personal thanks to Past Chairman McNeill. Mr. McNeill spoke of the pleasure it had been to serve in this role for the HCCOG.

OTHER BUSINESS & ADJOURNMENT

There being no further business or public comments, Otis Church moved to adjourn. Seconded by Stoney Greene. The motion carried.

Chairman, Doug Matheson

Linda Slade, Administrative Assistant

Doug Matheson
Chair of the Board

Dennis Aldridge
Vice-Chair



Larry Fontaine
Secretary

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FINANCIAL HIGHLIGHTS – APRIL 2023 MEETING

MARCH 31, 2024

	2023	
Total Fund Balance - Governmental Funds	\$	2,122,917
Restricted Fund Balance - GF	\$	22,457
Assigned Fund Balance - GF	\$	553,514
Unassigned Fund Balance - GF	\$	1,546,946
	2024	
Total Expenditures - YTD	\$ 4,166,022	\$ 6,719,237
Total Fund Balance as % of General Fund Expenditures*	32.94%	31.59%
Unassigned Fund Balance as % of General Fund Expenditures*	24.00%	23.02%

*FY2024 Budget Expenditures \$6,444,628	FISCAL YEAR 2024	
	BUDGET	ACTUAL
Total Revenue		
General	\$ 415,336	\$ 394,971
Planning/Development	\$ 1,251,640	\$ 758,910
Resilience Contractual	\$ 41,000	\$ 7,028
Area Agency on Aging	\$ 2,990,361	\$ 1,582,192
Workforce Development	\$ 1,746,291	\$ 954,769
	\$ 6,444,628	\$ 3,697,870
Total Expenditures		
General	\$ 415,336	\$ 372,669
Planning/Development	\$ 1,251,640	\$ 889,278
Resilience Contractual	\$ 41,000	\$ 18,173
Area Agency on Aging	\$ 2,990,361	\$ 1,851,146
Workforce Development	\$ 1,746,291	\$ 1,034,756
	\$ 6,444,628	\$ 4,166,022
Revenues over (under) expenditures		\$ (468,152)

FY 2024 PROJECT ORDINANCES						
DESCRIPTION	FISCAL YEAR	BUDGET	REVENUE	EXPENSE		
AMERICAN RESCUE PLAN ACT (ARPA)	2022	\$ 593,750.00	\$ 212,496	\$ 226,138		
DISASTER RECOVERY NCARCOG	2023	\$ 331,250.00	\$ 69,045	\$ 178,568		
ASU FALLS PREVENTION	2023	\$ 251,959.00	\$ 144,408	\$ 154,914		
ARPA FCSP	2023	\$ 125,769.00	\$ 50,418	\$ 50,658		
ARPA P&A		\$ 147,189.00	\$ -	\$ -		
ARPA OMB		\$ 10,456.00	\$ 1,428	\$ 1,428		
ARPA EBHP		\$ 39,013.00	\$ 11,322	\$ 12,624		
ALLEGHANY COUNCIL ON AGING ARPA		\$ 58,120.00	\$ 473	\$ 473		
GENERATIONS ASHE ARPA		\$ 114,666.00	\$ 73,518	\$ 75,235		
AVERY SENIOR SERVICES ARPA		\$ 71,006.00	\$ -	\$ -		
MITCHELL SENIOR CENTER ARPA		\$ 66,601.00	\$ -	\$ -		
WATAUGA PROJECT ON AGING ARPA		\$ 146,001.00	\$ 90,158	\$ 90,158		
BROC ARPA		\$ 154,860.00	\$ 88,627	\$ 93,737		
WILKES SENIOR RESOURCES ARPA		\$ 107,181.00	\$ 49,324	\$ 43,016		
RUBY PARDUE BLACKBURN ADC ARPA		\$ 13,792.00	\$ 7,214	\$ 13,522		
YANCEY COMMUNITY CENTER ARPA		\$ 77,944.00	\$ -	\$ -		
LEGAL AID OF NC ARPA		\$ 27,000.00	\$ 12,060	\$ 13,860		
			\$ 1,159,598.00	\$ 384,542	\$ 394,711	
NCWORKS SUBSTANCE USE DISORDER RECOVERY GRANT		2023	\$ 200,000.00	\$ 71,961	\$ 86,028	
NCWORKS SMALL BUSINESS WORK-BASED LEARNING GRANT	2023	\$ 500,000.00	\$ 221,098	\$ 252,240		
TOTALS		\$ 3,036,557.00	\$ 1,103,550	\$ 1,292,599		

Cash Balances	
Operating Account	\$ 207,442
NCCMT Account	\$ 1,279,306
	\$ 1,486,748

- Project Ordinance
- Contract and Engagement Letter for Audit

The financial information in the report reflects the HCCOG's overall financial position for the fiscal year through March 31, 2024 and is for the management discussion purposes only.

Julie Page, Finance Officer



**HIGH COUNTRY COUNCIL OF GOVERNMENTS
GRANT PROJECT ORDINANCE
ARPA Funding for Long-Term Care Ombudsman Response in Residential Care
Communities**

October 1, 2023 – September 30, 2025

BE IT ORDAINED by the Executive Board of the High Country Council of Governments that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This project authorized “ARPA Funding for Long-Term Care Ombudsman Response in Residential Care Communities” is described in the notification of grant award between this unit and the North Carolina Division of Aging and Adult Services. The purpose of this grant includes but is not limited to enhancing the Ombudsman program’s capacity to respond to complaints about abuse and neglect.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Division of Aging and Adult Services and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

(LOC6) American Rescue Plan (ARP) for LTCO under SSA Title XX(LOC6) **\$15,425**

Section 4. The following amounts are appropriated for the project:

Expense	
Mileage	\$ 670.00
Advertising	\$ 2,555.00
Supplies	\$ 12,200.00
Total	\$ 15,425.00

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the General Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report annually on the financial status of each project element in **Section 4** and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to the Executive Board.

Section 9. Copies of this Ordinance shall be furnished to the Clerk, Executive Board, Budget Officer, and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

BY VOTE OF THE HIGH COUNTRY COUNCIL OF GOVERNMENTS UPON MOTION BY:

_____ AND SECONDED BY _____

THIS THE _____ DAY OF _____ 2024.

Doug Matheson, Chair of the Board

Larry Fontaine, Secretary